



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 11 OF 2023  
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### **1. Introduction**

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

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

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

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

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

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

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

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	11 April 2023 at 16:00
<b><u>NOTE</u></b>	:	<p>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: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> 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: <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>. 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 reorganization of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.</p>

**ERRATUM:** The position of Animal Health Technician with reference number 3/2/1/2023/026 in the Directorate: Animal Health (Hectorspruit) that was advertised in Public Service Vacancy Circular 03 dated 27 January 2023 and the position of Deputy Registrar of Deeds: Examination, and Deeds Training with Ref No: 3/2/1/2023/257 in the Office of the Registrar of Deeds: Limpopo has reference. The post of Animal Health Technician with Ref No: 3/2/1/2023/026 has been withdrawn. The position of Deputy Registrar of Deeds: Examination, and Deeds Training with Ref No: 3/2/1/2023/257, kindly note the reference number has been amended to 3/2/1/2023/258. The Department apologies for any inconvenience caused.

#### **OTHER POTS**

<b><u>POST 11/01</u></b>	:	<b><u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/274</u></b> Directorate: Examination Services
<b><u>SALARY</u></b>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Western Cape (Mowbray / Cape Town) Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's license.
<b><u>DUTIES</u></b>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and

projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Ms M Kekana Tel No: (012) 326 8050  
**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 ATTENTION** : Human Resource Management  
**NOTE** : African Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 11/02** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/261**  
 Directorate: Tenure Reform Implementation

**SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in the field of Humanities or Social Science or Law. Minimum of 3 years' experience at junior management level. Job related knowledge: Through knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills. Leadership skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting. A valid driver's licence. Willingness to travel.

**DUTIES** : Provide support to communal land tenure programmes. Liaise with stakeholders, Department of Cooperative Governance and Traditional Affairs (COGTA), Congress of Traditional Leaders of South Africa (CONTRALESA), National House of Traditional Leaders (NHTL) to ensure dispute resolution between parties. Ensure rights holders on communal areas are not being violated. Monitor Agreements on communal. Liaise on the interim measures on an annual basis as governed by Interim Protection of Informal Land Rights Act (IPILRA). Assist the District in mediation between community members and traditional councils in land rights violation cases. Provide support to land rights programmes. Update and monitor database for land rights cases. Assist the District in mediation between the farm occupiers and farm owners in land rights violation cases. Negotiate an offer to sell with the farm owners. Facilitate out of court settlement between the parties. Engage the relevant stakeholders, regarding land rights matters. Facilitate the relocation of farm occupiers. Refer the land rights violation cases to court through the Land Rights Management Facility (LRMF). Provide support to the legal representatives during court process. Facilitate the upgrading of tenure rights in terms of Upgrading of Land Tenure Rights Amendment (ULTRA). Conduct land rights awareness and capacity building to internal and external stakeholders (farm dwellers, farmers associations labour tenants Non-Governmental Organizations (NGOs), municipality, Department of Labour etc.). Establish, maintain and support communal property institutions. Facilitate the establishment of Communal Property Association (CPAs). Establish and maintain the CPA database. Conduct CPA workshops during and after registration of a CPA. Monitor the functionality of the CPAs. Intervene in the affairs of CPAs and serve as a conciliator during dispute resolution process. Attend to all CPA inquiries. Compile the CPA annual report on the functionality of CPAs to be tabled in Parliament. Establish and chair the district CPA forums. Conduct mediation, negotiations and round table conference for CPAs and Similar Entities. Assist the CPAs wherein their property is being

executed for non-payment of water irrigation bills. Refer non-compliant CPAs to the LRMF to intervene and mediate disputes and ensure regularisation. Monitor the panellist appointed by LRMF. Facilitate land dispute resolutions. Promote capacity building land dispute matters. Promote awareness on land rights. Facilitate the implementation of land rights policies, procedures and guidelines. Provide support to land tenure upgrading. Facilitate the involvement of Surveyor General Office in boundary dispute matters.

**ENQUIRIES** : Mr J Swart Tel No: (021) 409 0300  
**APPLICATIONS** : 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.  
**NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 11/03** : **CONTROL GEOGRAPHIC INFORMATION SCIENCE (GISc) TECHNOLOGIST (GRADE A – C) REF NO: 3/2/1/2023/277**  
Directorate: Spatial Planning and Land Use Management Services

**SALARY** : R785 700 – R1 425 303 per annum, (The salary will be determined in accordance with OSD)

**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and 3 to 4 years GISc or related Bachelor Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technologist. Job related knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Spatial modeling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license.

**DUTIES** : Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in the Department. Develop training manual end users on skills regarding to GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customize to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new

- methods / technologies for solving spatial data problems. Research and implement new GIS standards.
- ENQUIRIES APPLICATIONS** : Mr W Mambana Tel No: (013) 754 8074 / Mr D Moffet Tel No: (013) 754 8098  
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/04** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/279**  
Office of The Registrar of Deeds
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Johannesburg)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills (verbal and written). Project management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation and draft circulars. Report on examination team performance, standards and turnaround times. Update acts, manuals and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds (ARD) / Deputy Registrar of Deeds (DROD) in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts their in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES APPLICATIONS** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered
- NOTE** : Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/05** : **ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2023/280**  
Office of the Registrar of Deeds
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

- CENTRE REQUIREMENTS** : Gauteng (Johannesburg)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Computer software skills. Communication skills (verbal and written). Good judgement and assertiveness skills. Project management skills. People management skills. Organise and planning skills.
- DUTIES** : Manage data section. Manage workload, workflow, processes and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section.
- ENQUIRIES APPLICATIONS** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
 : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/06** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2023/266**  
 Directorate: Food Safety and Quality Assurance
- SALARY** : R646 854 – R982 326 per annum, (The salary will be determined in accordance with OSD)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and Science Degree (BSc) (Honours) or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 3 years post qualification natural scientific experience. Knowledge of legal compliance. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act, Act 119 of 1990. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job related skills: Programme and project management skills. Scientific methodologies. Research and development skills. Data analysis skills. Technical report writing skills. Creating a high performance culture. Professional judgement skills. Presentation skills. Mentoring skills. Decision-making skills. Team leadership skills. Analytical skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Networking skills. Computer literacy. People management skills. Planning and organising skills. Conflict management skills. Change management skills. Problem solving and analysis skills. Extended working hours. Handling of hazardous chemicals.



**DUTIES**

: Develop and implement methodologies, policies, systems and procedures. Evaluate, compile and amend regulations, product standards, policies, procedures, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft / amend regulations, export standards and requirements for local and imported agricultural products. Identify food safety and quality risks by monitoring international standards, best practice and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and / or guidelines on the interpretation of the relevant Act and assisting with and reviewing of the implementation thereof by other divisions. To perform scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the interpretation of the Agricultural Products Act (APS ACT) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Conduct import and export risk assessment on agricultural products and issue certification documentation accordingly. Process applications for dispensations, registration, etc. Obtain evaluate and disseminate information on international trends to local industries to keep them informed of new trends / requirements. Manage and maintain databases and information related to the following: Registration and / or cancellation of labels for the export of agricultural products. Maximum Residue Limits (MRL) for fresh fruit, processed fruit and vegetables, etc. destined for export. Newly published regulations, import and export standards. Notices and draft regulations and standards for gathering public comments. Standards Operating Procedures. Research and development. Liaise with national and international stakeholders, industry role players, other Departments and Department of Agriculture Land Reform and Rural Development officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South African (SA) industries and other divisions informed of new trends / requirements. Participate in the formulation of SA' s position in international meetings with regard to the harmonization of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies and production practices to ensure compliance with national and international food safety and quality requirements for agricultural products in terms of South Africa's membership to international standard setting bodies (e.g. United Nations Economic Commission for Europe, Codex Alimentarius Commission, Organisation for Economic Co-operation and Development). Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human capital and development. Mentor, train and develop staff in order to promote skills / knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

**ENQUIRIES  
APPLICATIONS**

: Dr M.T. Mutengwe Tel No: (012) 319 6121  
: 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 and Indian Males and Coloured and Indian and Females and Persons with disabilities are encouraged to apply.

**POST 11/07**

: **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2023/263**  
Directorate: Demand and Acquisition Management

**SALARY  
CENTRE**

: R393 711 per annum (Level 09)  
: Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management (SCM) / Purchasing Management / Public Management / Public Administration / Financial Management. Minimum of 3 years supervisory experience working in the Demand and Acquisition environment. Job related knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Treasury Regulations. Job related skills: Computer literacy. Problem solving skills. Communication skills (verbal and written). Organising skills. Interpersonal skills. A valid driver's licence. Ability to work under pressure. Teamwork.

**DUTIES** : Administer Demand Management Plan (DMP). Facilities and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated DMP. Facilitate approval of the clients DMP.S Submit verified consolidated DMP. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identifies. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of Reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms contracts, transversal contracts, bulk procurement and direct sourcing) (sourcing strategies). Coordinate (synergise), review, research, analyse and plan the procurement needs of the Department. Research the relevant identified needs, (in line with the supply chain strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and human resource administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr B Lewele Tel No: (012) 312 8460  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 11/08** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/2/1/2023/265 (X2 POSTS)**  
Directorate: Organisational Development and Service Delivery Improvement

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Organisational and Work Study / Operations Management / Production Management. Minimum of 3 years of experience at supervisory level in relevant working experience. Job related knowledge: People and project management. Business process. Management process. Job evaluation process. Change management process. Strategic planning / management. Total

quality management. Financial management. Operations management. Job related skills: Computer literacy. Client orientation skills. Problem solving skills. Communication skills (verbal and written). Interpersonal skills. Organisational design skills. Report writing skills. Presentation and facilitation skills. Influencing / negotiating skills. Analytical skills. Project management skills. Operational planning skills. A valid driver's licence.

**DUTIES** : Provide organizational design and establishment services. Review, align and develop structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Provide business process management services. Identify and update current processes. Develop new processes. Facilitate the development of job profiles / job descriptions. Identify job profiles to be developed and reviewed. Facilitate the development and the review of the identified job profiles. Obtain sign-off sheet. Maintain job profiles of database. Quality assure job profiles as completed by Senior Organisational Development Practitioner. Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritised jobs. Preliminary quality assures evaluated jobs. Panel job evaluation results. Update job evaluation register in line with approved job evaluation results. Facilitate the implementation of organizational design. Maintain the organizational design and development database.

**ENQUIRIES** : Mr P Moopelwa at 071 500 8065  
**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, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 11/09** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 3/2/1/2023/270**  
Directorate: Human Resource Utilization and Development

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Human Resource Development / Public Administration. Minimum of 3 years supervisory experience in Human Resource Development. Job related knowledge: Public Service Code of Conduct. South African Qualifications Authority and related legislations. Understanding of government priority governing skills programs. Skills Development Legislation. Job related skills: Presentation and facilitation skills. Computer literacy. Analytical skills. Communication skills (verbal and written) Interpersonal skills. Problem solving skills. Planning and organising skills. Project management skills. A valid driver's licence. Ability to work within a team and under pressure.

**DUTIES** : Facilitate and present Training and Development interventions for all Departmental staff. Analyse the prioritised training from the Workplace Skills Plan (WSP). Develop and implement the Training Plan. Ensure Sourcing of nominations and name lists. Analyse quotations, profiles and course contents of planned training interventions against the required unit standards. Develop training request submission for approval. Ensure training venue booking(s). Packaging of training material, attendance registers and evaluation forms. Do research on current developments on the topic to be presented. Prepare training presentation. Present training. Ensure that attendance registers and evaluation forms are completed. Conduct departmental induction, compulsory and mandatory programmes. Confirm new appointment(s) with the sub-directorate: recruitment and selection. Verify new appointments with PERSAL Establishment, Provincial Training Coordinators / Branches and line function managers. Source quotations. Ensure the compilation of name lists. Ensure training venue (s) booking(s). Facilitate the preparation induction training material packaging and distribution. Present training on Induction programmes. Facilitate learner registration process. Facilitation of training. Conduct formative assessment for compulsory induction programmes. Facilitate policies and legislations awareness workshops. Source nominations and compile

name lists. Ensure training venue(s) booking(s). Packaging of training material, attendance registers and evaluation forms. Do research on current developments on the topic(s) to be presented. Prepare training presentation. Present training. Ensure that attendance registers and evaluation forms are completed. Facilitate the Implementation of Adult Education and Training (AET). Liaise with Branches and Provincial Training Coordinators to identify officials who should attend AET. Consultation with identified learners. Consolidation of AET learners master list. Identification of service providers. Sourcing of quotations. Compilation of submission for approval. Learner pre-assessment process. Confirmation of AET schedule with the approved service provider and notification of learners. Roll-out of the AET programme. Monitoring and evaluation of the programme. Facilitate the certification process / ceremony. Compilation of AET programme close-out report. Design and develop training material and manuals. Identify the need for development of training material. Research on the material subject(s). Appointment of service provider for accredited programme. Develop training manual for unaccredited programme. Review of training material and manuals as and when the need arises. Monitor and evaluate training delivered. Monitoring of training on the following aspects: Training venue and logistics, Delegates' attendance, Distribution and completion of administrative documents. The delivery of training. Evaluation of training on the following aspects: Facilitator, Learning material, Learning effectiveness, Venue and logistics, Overall %. Impact Assessment: Identify training programmes for impact assessment. Appoint service provider. Facilitate the development of impact analysis form. Facilitate the development of the Matrix. Facilitate the distribution of Impact Analysis form with ratings after 6 months. Consolidation of received Impact Analysis Results from delegates. Compilation of comprehensive report on the consolidated results. Compilation of reports: Weekly, monthly, quarterly and annual reports.

**ENQUIRIES  
APPLICATIONS**

: Ms T Ndabambi Tel No: (012) 312 8494  
 : 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 11/10**

: **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 3/2/1/2023/267**  
 Directorate: corporate services

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
 : western cape (cape town)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Technology (IT) / Computer Science. Minimum of 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government Systems Structure. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal relations. Analytical skills. Problem solving skills. Ability to work under pressure and willingness to work irregular hours. Ability to travel extensively. Ability to work in a team. A valid driver's licence.

**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, from users and submit new novel forms for creation. Provide feedback on new creations. Compile reports. Maintain IT application. Update antivirus / facilitate an update of antivirus. Scan computers for antivirus. 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 and Network Systems (CNS), Process Automation Systems (PAS) and Annual reports are

		submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement (SLA) time frame. Manage subordinates and leave.
<b><u>ENQUIRIES</u></b>	:	Mr A Arendse Tel No: (021) 409 0300
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 11/11</u></b>	:	<b><u>SENIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/281 (X7 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Gauteng (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project management. Property Law. Computer skills. Communication skills (verbal and written). Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. People management skills. Interpretation skills. Analytical skills.
<b><u>DUTIES</u></b>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<b><u>ENQUIRIES</u></b>	:	Ms L Maloka / Mr H Nkwiniika Tel No: (011) 843 8338 / 8300
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 11/12</u></b>	:	<b><u>SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: (BIDS) REF NO: 3/2/1/2023/262</u></b> Directorate: Demand and Acquisition Management
<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 Degree / National Diploma in Purchasing Management / Supply Chain Management (SCM) / Public Administration (Management) / Logistics / Business Management (Administration). Minimum of 3 years' experience working in Demand and Acquisition Management environment. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Preferential Procurement Policy Framework Act (PPPPFA) and its associated regulations. Departmental SCM procedures and policy. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Supervisory skills. Teamwork. Working under pressure. A valid driver's licence.

- DUTIES** : Implement standard operating procedures, SCM policy and delegations of authority in bids unit. Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render bids administration. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Prepare bid documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance check on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to the Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on bids. Provide weekly reports on progress of projects. Update bid registers. Undertake all administration functions required with regard to financial and human resource administration. Supervise staff. Ensure that the unit's procurement is undertaken in line with the Demand Management Plan.
- ENQUIRIES** : Mr B Lewele Tel No: (012) 312 8460
- 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 Females and Persons with disabilities are encouraged to apply.
- POST 11/13** : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/2/1/2023/273**  
Directorate: Imagery and Topographic Data
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years post qualification experience in geomatics, geospatial or cadastral environment. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geospatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge in feature identification and data representation. Knowledge of Geographical Information Systems software. Performance Management and Monitoring. Theory, principles, and practices of standards. Job related skills: Problem solving and analysis skills, Decision-making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, Planning and organising skills, Conflict Management skills and Negotiation skills.
- DUTIES** : Capture different geospatial data into the integrated Topographic system. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographic features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archive tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipments and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flightlines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. All aerial imagery ground position system data files must be stored in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalization principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times.

Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Validate the captured elevation data in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and assure quality of geospatial information and services to clients. Provide and ensure correctness of geospatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to assure quality. Assist with the renewal of service level agreements with vendors and district municipalities. Assist with the revision of datasets of products and services for established vendors and district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on the use of products and services including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geospatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

**ENQUIRIES** : Ms B Semoli Tel No: (021) 658 4300  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.  
**NOTE** : African, Coloured, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

**POST 11/14** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/282**  
Office of The Registrar of Deeds

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Valid driver's licence. Minimum of 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer literacy. Interpersonal skills. Communication skills (verbal and written). Presentation skills. Supervisory skills. Time management skills.

**DUTIES** : Administer procurement of goods and services. Consolidate inputs and compile Demand Management Plan (DMP). Review specifications / Terms of Reference (TOR) for goods and services. Evaluate / review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide

comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.

**ENQUIRIES** : Ms L Maloka / Mr H Nkwini Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered

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

**POST 11/15** : **DESKOP SUPPORT TECHNICIAN REF NO: 3/2/1/2023/269 (X2 POSTS)**  
Directorate: Information Communication Technology (ICT) Service Management

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Information Technology (IT) (NDP, BSc, B-tech). Technical certifications (A+, N+, MCSE). Minimum of 1 years' experience in IT Technical Support environment and ICT supporting hardware, software and network (2<sup>nd</sup> level support). Job related knowledge: Knowledge of Information Technology acts and policies. Knowledge of internal control and risk management. Knowledge of project management principles and tools. Knowledge of technical aspects of Information and Communications Technology goods and services. Job related skills: Planning and organising skills. Communication skills (verbal and written). Supervisory skills. Strong computer skills. Project management skills. Interpersonal skills. Problem solving and Analysis skills. Change and diversity management skills. Ability to offer lessons and practical training.

**DUTIES** : Provide technical support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff on potential uses of existing technology. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Ensure that policies are adhered and workshop ICT Policies. Educate users on ICT Policies such as password policy, email policy, internet policy, desktop policy etc. Provide orientation to new users of existing technology. Monitor and maintain technologies to ensure maximum access. Troubleshoot all technology issues. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software.

**ENQUIRIES** : Ms K Kanyane Tel No: (012) 407 4031  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of



		Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 11/16</u></b>	:	<b><u>OFFICE ASSISTANT REF NO: 3/2/1/2023/283</u></b> Office of The Registrar of Deeds
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Gauteng (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.
<b><u>DUTIES</u></b>	:	Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the

application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES  
APPLICATIONS**

: Ms L Maloka / Mr H Nkwiniika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 11/17**

: **JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/284  
(X15 POSTS)**  
Office of The Registrar of Deeds

**SALARY  
CENTRE  
REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES  
APPLICATIONS**

: Ms L Maloka / Mr H Nkwiniika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 11/18**

: **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/260**  
Directorate: Quality Assurance and Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R218 064 per annum (Level 06)  
: Mpumalanga (Mbombela)  
: 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** : Ms ZP Hadebe Tel No: (013) 754 8020  
: 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 Indian and White Female and Persons with disabilities are encouraged to apply.

**POST 11/19** : **CADASTRAL OFFICER REF NO: 3/2/1/2023/268**  
Directorate: Maintenance and Cadastral Spatial Information Services

**SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)  
: Western Cape (Cape Town)  
: Applicants must be in possession of a Grade 12 Certificate and 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 Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

**ENQUIRIES APPLICATIONS** : Ms N Malinga Tel No: (021) 465 7358  
: 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.

- NOTE** : African, Indian and White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 11/20** : **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/285 (X3 POSTS)**  
Office of The Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)  
: Gauteng (Johannesburg)  
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer literacy (Typing) 45 words per minute. Communication skills (verbal and written). Good judgement and assertiveness skills. Organising and problem-solving abilities.
- DUTIES** : Prepare deeds and documents. Scan, count deeds and documents. Link barcode to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds into the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black booking. Check deeds and documents for interdicts. Endorse the final black booking. Verify prepared information and capture fees.
- ENQUIRIES APPLICATIONS** : Ms L Maloka / Mr H Nkwini Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered
- NOTE** : African, Coloured and White Males and Persons with disabilities are encouraged to apply.
- POST 11/21** : **REGISTRY CLERK REF NO: 3/2/1/2023/264**  
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: KwaZulu Natal (Port Shepstone)  
: 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. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and 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, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the 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

- number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Ms NP Radebe Tel No: (039) 682 2295  
: 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, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 11/22** : **SENIOR LIBRARY ASSISTANT REF NO: 3/2/1/2023/271**  
Directorate: Knowledge, Information and Records Management
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Applicable computer software and databases. Knowledge of storage and retrieval procedures in terms of the working environment. Job related skills: Computer literacy. Analytical thinking skills. Interviewing skills. Interpersonal relations. Communication skills (verbal and written). Tact and diplomacy. Creativity.
- DUTIES** : Administer accessions and assets register. Contribute to the compilation of an electronic assets register that is required by supply chain management. Keep Kardex records of periodicals. Render client orientation and customer focus services. Deal with enquiries. Assist with interlibrary lending. Retrieve information from publications and / or electronic resources. Circulate periodicals and government gazette. Maintain lending records. Issue reminders for overdue items. Check liability forms of officials leaving the Department. Assist with publicizing and marketing of library events. Collect and preserve library materials. Organize information to international standards. Sort and evaluate new or donated periodicals. Check against current stock to substitute missing or damaged documents. Do technical preparation of new materials. Sort Library and Resource Centre materials. Collect and preserve agricultural and related information. Organize and maintain collections. Shelve new or returned items. Do shelf reading. Identify and consult librarian about weeding damaged materials. Repair damaged books if possible and when necessary.
- ENQUIRIES APPLICATIONS** : Ms A Remcken Tel No: (012) 312 8355  
: 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, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 11/23** : **REGISTRY CLERK REF NO: 3/2/1/2023/275**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Directorate: District Office: Limpopo (Sekhukhune)  
: 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 number 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** : Mr M Shai Tel No: (015) 284 6303  
**APPLICATIONS** : Application can be submitted by post, Private Bag X9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.  
**NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 11/24** : **SECRETARY REF NO: 3/2/1/2023/278**  
 Directorate: National Rural Youth Service Corps (Narysec)

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Free State (Bloemfontein)  
**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 L Mafonyolle Tel No: (051) 400 4200  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

- POST 11/25** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/286**  
Office of The Registrar of Deeds
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation skills. Computer literacy. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Procedure on Incapacity Leave and Ill-Health, Retirement (PILIR) or etc.). Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/26** : **PRINCIPAL DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/287 (X3 POSTS)**  
Office of the Registrar of Deeds
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of microfilm rolls. Draw and files microfilm rolls. Search for unobtainable microfilm rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and White Males and Persons with disabilities are encouraged to apply.
- POST 11/27** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/276**  
Directorate: Policy Research and Analysis
- SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months

relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

**DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

**ENQUIRIES** : Mr P Ndzukula Tel No: (012) 312 8089 / 060 972 9480  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 11/28** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/288 (X3 POSTS)**  
Office of the Registrar of Deeds

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Time management and Client relations.

**DUTIES** : Archive deeds documents. Sort deeds, documents, interdicts, plans, diagrams and gazette. Bind deeds, documents, interdicts, plans, diagrams and gazette. Number volumes. Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds, documents and post between various sections and other institutions. Move furniture / office supplies and equipment. Maintain volumes, micro rolls and all other documents. Draw, deliver and file volumes / files / micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents and report. Check for missing numbers and report. Repair worn-out and damaged volumes. Maintain the strong rooms. Collect and return strong room keys. Open and lock strong rooms / shutters. Report unauthorised access to supervisor.

**ENQUIRIES** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.

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

**POST 11/29** : **MESSENGER REF NO: 3/2/1/2023/272**  
Directorate: Knowledge, Information and Records Management

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good



- people skills. Communication skills (basic written). Client orientation and customer focus.
- DUTIES** :
- Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute, and circulate correspondence (mail, parcels, documents, and files). Record and control correspondences register. Sort mail, files, documents, and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents, and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** :
- Ms N Dlodlongwana Tel No: (012) 312 8232
- 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, Coloured and Indian Female and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception. Please use reference number and not the post number.
- CLOSING DATE** : 28 April 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POST

- POST 11/30** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: SECDEF/13/11/23**
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Defence Head Quarters, Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 and a Degree/National Diploma/NQF level 5/6 in Public Administration or equivalent qualifications and minimum of three (3) years' direct experience in rendering a support service as an Assistant Director within the environment of Strategic thinking. Special requirements (Skills needed): Management of resources, ability to research must be able to analyse documents, Understanding and application of Public Service Act, 1994 and Regulations, Public Finance Management Act, 1999 and Treasury Regulations and understanding of delegations. Good communication (both verbal and report writing) skills, problem solving skills, sound research skills, analytical, administrative and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure. Demonstrate the ability to apply strategic management by interpreting higher level guidelines and empower and evaluate

subordinates. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence.

**DUTIES**

: Provide Planning and Budgeting service for the office of the Secretary for Defence (OSD) Annual Performance Plan (APP). Compile and issue guidelines and instructions on content, formats and collation and integration of inputs for the APP and monthly, quarterly and annual report. Communicate and co-ordinate with stakeholders on changes in any process that impacts on the OSD's planning and budgeting guidelines. Ensure alignment of the APP to Budget allocation and ensure timeous capturing of the budget onto department's systems. Participate in relevant planning forums. Provide support to the Director Administration at the OSD Budget Control Committee meetings, implement financial control measures in the OSD. Responsible for policy development and standard operating procedures in the office. Provide administrative support to the Justice Crime Prevention Security Cluster secretariat. Provide a record and management information service. Ensure proper management of assets including office and IT equipment. Responsible for authorisation and utilisation of vehicles. Oversee the OSD procurement function. Manage and supervise subordinates. Provide general administration support.

**ENQUIRIES**

: Ms A. Thakur Tel No: (012) 355 5964

**NOTE**

: The Office of the Secretary for Defence is guided by the principle of employment Equity Act, therefore all appointments will be made in accordance with the employment Equity target of the Office. Candidates will be subjected to a technical exercise to test technical elements of the required job.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 11 April 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, 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:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly note the advertised post of Principal Training Officer with Ref No: HR4/23/03/10 for Head Office. Pretoria advertised on circular 9 dated 10 March 2023 with a closing date 27 March 2023 requires the minimum experience of one (1) year functional experience in human Resource Development/ training Development Services and the rest of the advert requirements remains the same. Therefore, the closing date of the advert is extended to 11 April 2023. Enquiries contact Mr. Frank Thengwayo Tel No: 012 309 4497 and Kindly note the advertised posts of Administrative Clerk: Inspections and Enforcement Services(X4 posts) for Sebokeng Labour Centre, Ref No: HR 4/4/4/01/05 (X1 Post), Johannesburg stationed at Bronkhorstspuit Labour Centre- Ref No: HR 4/4/4/01/06 (X1 Post) Johannesburg stationed at Garankuwa Labour Centre, Ref No: HR 4/4/4/01/07 (X1 Post) and Germiston: Labour Centre stationed at IES-Provincial Office, Ref No: HR 4/4/4/01/08 (X1 Post), the requirements, skills, knowledge and duties has been amended/corrected as follows: Requirements: Matriculation/ Grade 12/Senior

Certificate. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy. Duties: Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate. These posts are advertised on Public Service Vacancy Circular 08 dated 03 March 2023 with a closing date of 17 March 2023. The closing date for these posts is extended to 11 April 2023. Enquiries contact Mr. Tom Mokoena Tel No: 011 853 0300

#### **MANAGEMENT ECHELON**

**POST 11/31** : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES: REF NO: HR4/4/03/13**

**SALARY** : R1 105 383 per annum, (all inclusive)

**CENTRE** : Provincial Office: Mmabatho

**REQUIREMENTS** : Four (4) years degree in (NQF level 7) as recognized by SAQA in Social Science / Industrial Psychology / Psychology / Public Administration / Management / Business Administration / Management. Five (5) years' experience at middle/senior management managerial level and 3 years' functional experience in employment service and skills development environment. A valid driver's licence. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial management, PFMA, LRA & EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Facilitation skills, Communication skills, Computer skills, Research skills, Presentation Skills, Interpersonal skills, Report writing skills, Leadership skills, Problem solving skills, Problem solving skills, Project management.

**DUTIES** : Direct the management of work seeker services (registration of work seekers and employment counselling) within the Province. Direct the management of employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation and of Policies, Standards, Annual Performance Plan and Work Plan.

**ENQUIRIES** : Mr X Sicwebu Tel No: (012) 309 4382

**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

#### **OTHER POSTS**

**POST 11/32** : **CAREER GUIDANCE COORDINATOR REF NO: HR4/4/03/14**

**SALARY** : R491 403 per annum

**CENTRE** : Provincial Office: Mmabatho

**REQUIREMENTS** : Four (4) years tertiary qualification in BPsych. Two (2) years' functional experience in Employment/ Career Counselling. Two (2) years supervisory experience. Registered with HPCSA as a Psychometrics, (Independed Practice) or Registered Counsellor (Independed Counsellor). A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Profession Act, COIDA. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Networking, Project Management, Presentation, Analytical, Interpersonal skills.

**DUTIES** : Provide technical support to Labour Centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisation. Manage and co-ordinate the administration of psychometric assessment.

**ENQUIRIES** : Mr M Maluleke 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 11/33** : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO HR4/4/4/01/09 (X2 POSTS)**

**SALARY** : R491 403 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Three year's Tertiary qualification (NQF Level 6) in Operations Management/Public Administration /Public Management /Business Administration, Business Management, Financial Management, Management, Public Relations Management, Administration Management, Public Relation Management. Four (4) Years experience of which two (2) years must be functional experience in operations Environment and Two (2) years supervisory experience, Valid Driver's Licence. Knowledge: Public Finance and Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relation Act, Employment Equity act, Basic Condition of employment, Unemployment Insurance Act, Unemployment Insurance Contribution, National Archives and Records Service of Africa act. SKILLS: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organizing, Diversity Management, Project Management.

**DUTIES** : Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the Province. Coordinate local appeals and complains in the Province. Coordinates General Support. Manage resources (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES** : B Dinga Tel No: (011) 853 0302  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 11/34** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/6/156**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Thohoyandou  
**REQUIREMENTS** : Three-year qualification in Business Administration/Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

**ENQUIRIES** : Ms TE Maluleke Tel No: 015 290 1768  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

**POST 11/35** : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/4/4/03/04**

**SALARY** : R331 188 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ under graduate Bachelor Degree (NQF 7) in Human Resource Management/ Employment Relations / Labour Relations/

Labour Law/ Bachelor of Law (LLB). Valid drivers' license. Two (2) years functional Administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council's Resolutions. Departmental policies and procedures. Interpretation of case law and trends in Labour Law. Planning and organizing. Research / analyzing. Batho Pele Principles. Public Finance Management Act. Employment Equity Act. Public Service Act. Public Service Regulations. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research.

**DUTIES** : Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in conciliations referred to the General Public Service Sectoral Bargaining Council (GPSSEC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct Advocacy sessions on employment related matters to the Province. Provide administration support services in the section.

**ENQUIRIES** : Ms M H Rampou Tel No: 011 853 0300  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

**POST 11/36** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/100**

**SALARY** : R331 188 per annum  
**CENTRE** : Durban Labour Centre  
**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Experience: 2 years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), 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 and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr B Zondi Tel No: (031) 401 9424  
**APPLICATIONS** : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban.

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

**POST 11/37** : **CLAIMS ASSESSOR: COID REF NO: HR 4/4/4/02/12**

**SALARY** : R269 214 per annum  
**CENTRE** : Labour Centre: Kempton Park stationed at Pretoria

<b><u>REQUIREMENTS</u></b>	:	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: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.
<b><u>DUTIES</u></b>	:	Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administration duties. Serve as a Team Leader / Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr SS Mdluli Tel No: 012 319 9133
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 11/38</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>	:	Maletswai Labour Centre Eastern Cape Ref No: HR4/4/1/600 (X1 Post) Gqeberha Labour Centre Eastern Cape Ref No: HR4/4/1/601 (X1 Post) Ulundi Labour Centre/ Jozini Thusong Centre Ref No: HR4/4/5/26 (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 for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Mr RM Mbalu Tel No: 051 633 2633 Mr M Ngqolowa Tel No: 041 506 5000 Mr T Nkosi Tel No: (035) 879 8800
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations, PO Box 148 Maletswai 9750, Hand deliver at 80 Somerset Street Maletswai, 9750. Deputy Director: Labour Centre Operations, Private Bag X 6045 Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Govan Mbeki Avenue Gqeberha, 6000. Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 Or hand deliver at Unit A Wombe Street, Ulundi.
<b><u>POST 11/39</u></b>	:	<b><u>INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Zastron Labour Centre Free State: Ref No: HR 4/4/8/836 (X1 Post) Bloemfontein Labour Centre Free State: Ref No: HR 4/4/8/837 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. Valid driver's Licence. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. 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 C van Niekerk Tel No: (051) 673 1471  
Mr. M Ndlela Tel No: (051) 411 6403

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

**POST 11/40** : **INSPECTOR: BCEA REF NO: HR4/4/03/19**

**SALARY** : R218 064 per annum  
**CENTRE** : Rustenburg Labour Centre  
**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.

**ENQUIRIES** : Mr M Maluleke Tel No: 018 387 8100  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho

**POST 11/41** : **ADMINISTRATIVE CLERK: LABOUR MARKET INFORMATION AND STATISTICS REF NO: HR4/4/6/157**

**SALARY** : R181 599 per annum  
**CENTRE** : Provincial Office Limpopo  
**REQUIREMENTS** : Matriculation/Grade twelve/Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing system, Industry and occupational codes, Batho pele principles, NQF Skills: Computer literacy, Coding, Accuracy, Attention to details, Innovative, Analysis, Communication (verbal & written).

**DUTIES** : Distribute Labour market information data to Labour market information staff. Assist in drafting of submissions. Code job vacancies. Provide administration support services for the Sub-Directorate.

**ENQUIRIES** : Mr MI Makgobola Tel No: 015 290 1664  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

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

**POST 11/42** : **OFFICE AID REF NO: HR4/4/03/18**

**SALARY** : R128 166 per annum  
**CENTRE** : Rustenburg Labour Centre  
**REQUIREMENTS** : Standard 8/ Grade 10. No work experience required. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal relations. Verbal communications. Listening skills.

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

**ENQUIRIES** : Mr M Maluleke 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

- APPLICATIONS** : 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.
- CLOSING DATE** : 17 April 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from 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. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 11/43** : **DEPUTY DIRECTOR: ELECTRONIC DOCUMENT MANAGEMENT SYSTEM REF NO: CMS12/2023**

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all inclusive remuneration package)  
: Pretoria  
: National Diploma on NQF 6 / Degree in Information Technology or equivalent qualification within the related field. A minimum of 3-5 years' experience in IT of which three (3) of them should be at entry managerial level (Assistant Director Level or equivalent). Sound knowledge of Content Management systems and processes. ICT management legislative frameworks. Understanding of livelink administration. Project and knowledge management. Ability to develop / implement policies and guidelines. Enterprise Architecture. Reliable and innovative. Strong communication, interpersonal relation, planning, decision making and liaison skills. Training and administrative skills. Ability to work under pressure and long hours.
- DUTIES** : Manage all content on the Departmental Electronic Document Management System, including the design and management of Workflows for the Department. Design and management of Workflows and Forms for the Department. Analyse Departmental Business Processes. Design the workflow using the Livelink Map Painter. Test the workflow according to the specification. Facilitate workshops with relevant users. Develop EDMS policies and implement the workflow in production. Manage all modules on the EDMS system. Identify system inconsistencies and corrective measures. Manage and monitor the content of the system. Maintain a consistent look and feel throughout the EDMS web interface. Ensure all application content is updated. Manage the EDMS Helpdesk. Resolve all the Helpdesk escalated calls. Review the performance of the Helpdesk Team. Empower the Helpdesk through training on newly implemented processes. Track and manage currently executing workflows as per user request. Ensure Effective Planning and Reporting of the EDMS system. Generate monthly reports on user training sessions conducted. Generate monthly reports on EDMS compliance. Implement new initiatives on improved system functionality. Manage and update training manuals to include current functionality. Ensure training environment is available and up to date. EDMS Training for all SMS members. Training of all SMS members. Creation of workflow maps. Creation of folder structure.

**ENQUIRIES**

: Ms N Dlamini Tel No: (012) 399 8725

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 17 April 2023 before 12h00 noon No late applications will be considered.

: Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or <http://www.gpaa.gov.za>

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

**ERRATUM:** Kindly note that the position of Deputy Director: Unclaimed Benefits And Re-Issues with Ref No: DD/UBRI/2023/03-1C that was advertised on Public Service Vacancy Circular 10 dated 17 March 2023 is withdrawn/retracted. We apologise for any inconvenience that this may have caused.

#### **OTHER POSTS**

- POST 11/44** : **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS)**  
**NORTHERN CAPE REF NO: TA/NC/KIMB/2023/02-1C X 1**  
Unclaimed Benefits  
(12 months contract)
- SALARY** : R218 064 per annum (Level 06), plus 37% in lieu of benefits  
**CENTRE** : Kimberley  
**REQUIREMENTS** : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (ideally Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing or Debtors/debt collection OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing or Debtors/debt collection; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential; The applications of individuals currently residing in the geographical area (town/city) of the respective area applying for, may receive preference (note that proof of residence may be requested when shortlisted); A Valid driver's license will be an added advantage. Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the AO/ ASD or Deputy Director.
- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900

- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) [gpaa59@ursonline.co.za](mailto:gpaa59@ursonline.co.za) quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One position for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12 months contract based in Kimberley.
- POST 11/45** : **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS) NORTH WEST**  
Unclaimed Benefits  
(12 months contract)
- SALARY CENTRE** : R218 064 per annum (Level 06), plus 37% in lieu of benefits  
Rustenburg and Mafikeng  
Ref No: TA/NW/RUST/2023/03-1C (Based in Rustenburg) (X1 Post)  
Ref No: TA/NW/MAF/2023/03-1C (Based in Mafikeng) (X1 Post)
- REQUIREMENTS** : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (ideally Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing or Debtors/debt collection OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing or Debtors/debt collection; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential; The applications of individuals currently residing in the geographical area (town/city) of the respective area applying for, may receive preference (note that proof of residence may be requested when shortlisted); A Valid driver's license will be an added advantage. Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing; Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the AO/ ASD or Deputy Director.

- ENQUIRY** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) [gpaa59@ursonline.co.za](mailto:gpaa59@ursonline.co.za) quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One position for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12 months contract based in Rustenburg and Mafikeng.
- POST 11/46** : **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS) LIMPOPO**  
Unclaimed Benefits  
(12 months contract)
- SALARY CENTRE** : R218 064 per annum (Level 06), plus 37% in lieu of benefits  
Thohoyandou, Polokwane, Giyani  
Ref No: TA/THO/2023/03-1C (Based in Thohoyandou) (X1 Post)  
Ref No: TA/POL/2023/03-1C (Based in Polokwane) (X1 Post)  
Ref No: TA/GIY/2023/03-1C (Based in Giyani) (X1 Post)
- REQUIREMENTS** : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (ideally Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing or Debtors/debt collection OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing or Debtors/debt collection; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential; The applications of individuals currently residing in the geographical area (town/city) of the respective area applying for, may receive preference (note that proof of residence may be requested when shortlisted); A Valid driver's license will be an added advantage. Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on

documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the AO/ ASD or Deputy Director.

**ENQUIRIES**

: Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900

**APPLICATIONS**

: It is mandatory to email your application (comprehensive CV and new Z83 signed) [gpaa59@ursonline.co.za](mailto:gpaa59@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One position for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12 months contract based in Thohoyandou, Polokwane, Giyani



**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** : 11 April 2023 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (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 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 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 at a date and time determined by the Government Printing Works. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. 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.

**MANAGEMENT ECHELON**

- POST 11/47** : **CHIEF DIRECTOR: COST AND MANAGEMENT ACCOUNTING REF NO: GPW 23/22**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant NQF 7 qualification in Financial Management or equivalent qualification as recognized by SAQA. 5 years' proven experience at a Senior Management Level in a Financial/Accounting environment. CA or CIMA will be an added advantage. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA,

Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Knowledge of financial management, government budgeting processes, management accounting, revenue management, risk management, auditing and forensic accounting. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel. Word and PowerPoint) Travelling may be required. Extended working hours may be required.

## **DUTIES**

: To ensure, oversee and manage effective budgeting and management accounting functions. To ensure and manage effective cost accounting and pricing. The strategic overseeing of the compiling and monitoring of the budget. Ensure budget monitoring and reporting. The strategic overseeing of the implementation of audit recommendations/mitigation actions. Lead the development and execution of financial reporting strategies. The strategic overseeing of coordinating budget and expenditure control. The strategic overseeing of the monitoring of the implementation and ensuring proper compliance with applicable legislative framework. Analyse financial statements and quarterly reports. The strategic overseeing of the managing of the control of the GPW's budgeting and financial forecasting activities. Lead the budgeting process for annual, quarterly, and monthly development. Managing the development of budgetary policies and guidelines to meet short and long-term financial goals of the GPW. Establishes processes to incorporate past financial results into budget development. Monitors and analysis performance against budgets. Managing the development and implementation of tools and reporting used for planning, forecasting, monitoring, and decision support. Managing financial risk system and confirm the budget and the transferring of funds. Projecting revenues and expenses and managing the producing of budget reports that allows business units within the GPW to manage and analyse their budgets. Presents budget data to relevant Senior Management and/or National Treasury. Assists the CFO/General Manager: Financial Services in budget planning and analysis activities. Managing the analysing and reporting on income, expenditure, assets and liabilities. Managing accounting and reporting in compliance with the PFMA requirements. Managing an efficient and effective bookkeeping system and financial control within the GPW. Lead the development and execution of financial reporting strategies. Analyse financial statements and quarterly reports. Ensure compliance to the PFMA and Treasury Regulations, requirements. Managing financial risk system and confirm the budget and the transferring of funds. Managing responses to audit findings and requests for information. Managing the development, implementation and maintenance of a costing and pricing system. Cost and pricing system developed based upon competitive market research and trends. Managing the providing of cost and price support on a full range of proposals to include both national and international opportunities. Be able to ensure the accuracy and pricing schedules on annual basis. Ensure completeness of Cost of Sales and inventory at year-end. Assist in the Inventory Management for GPW in all the stores on monthly, quarterly and annual basis. Managing the preparation and/or updates of budget spreadsheet templates for various contracting mechanisms to facilitate accuracy and consistency in how budget data is compiled and presented. Managing the creation and maintenance of data accumulation and reporting systems. Managing the monitoring and reporting on costing and pricing of materials. Consistently and continually assess pricing and estimating approaches used throughout the GPW and identifies and recommends best practices for use. Managing the collecting of cost and pricing data for bids in-country data, market data for cost line items. Drafts detailed and accurate defined policies and procedures as per the template and by the deadline. Manages that policies and procedures are implemented compliantly and consistently and address non-compliance as required. Updates and enhances policies and procedures as per the annual review process and manages that changes are communicated and complied with within the unit. Monitors that compliance is delivered within the unit and addresses non-compliance and concern. Contributes to developing and enhancing good governance practices within GPW by identifying areas for improvement, making recommendations and implementing approved changes as required. Completes unit financial planning,

budgeting and forecasts according to good practice and in line with GPW's requirements. Manages and monitors financial risk in the unit, projects and programmes. Continuously pursues improvement in sourcing and managing funds optimally. Manages that financial resources are used effectively and according to good practice, policy and standards. Manages that all procurement practices followed in unit are compliant, transparent and fair. Monitor and report on performance levels against service delivery standards by tracking performance, identifying trend and patterns, analysing areas of concern and monitoring improvement. Contribute to organisation wide reporting by providing inputs into the visual management system. Draft production reports by collecting, analysing and interpreting information, identifying trends and patterns and submitting reports. Draft any other reports as required.

- ENQUIRIES** : Mr Pitsi Moloto Tel No: 012 764 3926 / 067 959 1704
- POST 11/48** : **DIRECTOR: BUDGETING AND MANAGEMENT ACCOUNTING REF NO: GPW23/23**
- SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant NQF 7 Qualification in Management Accounting/ Financial Accounting/Financial Management or relevant/or equivalent qualification as recognized by SAQA. 5 years' proven experience at a Middle Management Level in a Financial/Accounting environment. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Knowledge of financial management, government budgeting processes, management accounting, revenue management, risk management, auditing and forensic accounting. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel. Word and PowerPoint) Travelling and extended working hours may be required.
- DUTIES** : Managing the compiling and monitoring of the budget. Ensure budget monitoring and reporting. Managing the implementation of audit recommendations/mitigation actions. Lead the development and execution of financial reporting strategies. Coordinate budget and expenditure control. Monitor the implementation and ensure compliance with applicable legislative framework. Analyse financial statements and quarterly reports. Managing the control of the GPW's budgeting and financial forecasting activities. Lead the budgeting process for annual, quarterly, and monthly development. Managing the development of budgetary policies and guidelines to meet short and long-term financial goals of the GPW. Establishes processes to incorporate past financial results into budget development. Monitors and analysis performance against budgets. Managing the development and implementation of tools and reporting used for planning, forecasting, monitoring, and decision support. Managing financial risk system and confirm the budget and the transferring of funds. Projecting revenues and expenses and managing the producing of budget reports that allows business units within the GPW to manage and analyse their budgets. Presents budget data to relevant Senior Management and/or National Treasury. Assists the CFO/General Manager: Financial Services in budget planning and analysis activities. Managing the analysing and reporting on income, expenditure, assets and liabilities. Managing accounting and reporting in compliance with the PFMA requirements. Managing an efficient and effective bookkeeping system and financial control within the GPW. Lead the development and execution of financial reporting strategies. Analyse financial statements and quarterly reports. Ensure compliance to the PFMA and Treasury Regulations, requirements. Managing financial risk system and confirm the budget and the transferring of funds. Managing responses to audit findings and requests for information. Monitor and report on performance levels against service delivery standards by tracking performance, identifying trend and patterns, analysing areas

of concern and monitoring improvement. Contribute to organisation wide reporting by providing inputs into the visual management system. Draft production reports by collecting, analysing and interpreting information, identifying trends and patterns and submitting reports. Develops risk register for unit that identifies and rates all risks and mitigation actions. Updates as per approved schedule. Develops and implement a risk management plan for the unit that defines risk management actions to be taken, responsible party for managing risk and frequency or deadlines with which risk factors must be evaluated and addressed. Contributes to risk management meetings with the operational risk committee as defined in the policy and as per the deadlines. Reports on risk management as per the defined templates, according to the standards and for submission as per the deadlines. Implements corrective action and contingency measures on all risks in order of priority and by deadlines. Manage OHS implementation in the production environment by monitoring compliance, identifying risks and managing the implementation of corrective action. Draft any other reports as required. Manage the development, motivation and utilization of human resources for the unit to ensure competent knowledge base for the continued success of services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve unital objectives. Manage and mentor staff. Manage the scheduling of works to ensure optimum efficiency and the allocation and planning of resources to ensure delivery within specification and timeframes.

**ENQUIRIES**

: Mr. Pitsi Moloto Tel No: 012 764 3926 /067 959 1704

**POST 11/49**

: **DIRECTOR: HIGH SECURITY PRINTING AND COMMERCIAL PRINTING REF NO: GPW 23/24 (X2 POSTS)**

**SALARY**

: R1 105 383 per annum (Level 13). (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS**

: Pretoria  
 : Relevant NQF 7 Qualification in Engineering, Production Management, Operations Management or equivalent qualification as recognized by SAQA. 5 years' proven experience in a production/printing environment at middle management level. Knowledge of the Public Service Regulatory Framework. Extensive knowledge of printing production and management methodologies and practices. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.

**DUTIES**

: Manage the overall end-to-end production of high-volume printed material. Manage the printing, finishing, packaging and safekeeping of printed material. Ensure accurate, timely and secure production of printed matter within defined quality expectations. Manage, monitor and maintain optimal productivity levels, project management and equipment performance. Provide vision, set direction and inspire the unit to deliver on the organisational mandate. Participate in defining the organisational strategy and supports the development of plans of the organisation. Translate the Organisational strategy into annual performance plans and operational implementation plans and monitors progress on a continual basis. Ensure strategic deliverables are reported according to defined standards. Initiate, support and champion transformation and change. Complete unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Manage and monitor financial risks, projects and programmes. Continuously pursue improvement in sourcing and managing funds optimally. Manage financial resources effectively and according to good practice, policy and standards. Ensure all procurement practices in unit are compliant, transparent and fair. Draft policies and procedures for the unit, and ensure compliance. Contribute to developing and enhancing good governance practices within GPW. Develop and implement a risk management plan and report according to standards. Manage OHS implementation in the production environment. Monitor and report on performance levels against service delivery standards. Contribute to organisation wide reporting via visual management system. Draft and analyse effective production reports with linked corrective measures. Manage the

	:	development, motivation and utilisation of human resources for the unit. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve universal objectives.
<b><u>ENQUIRIES</u></b>	:	Mr K Moodley Tel No: 012 748 6306 / 6303
<b><u>POST 11/50</u></b>	:	<b><u>DIRECTOR: ENGINEERING REF NO: GPW23/25</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Relevant NQF 7 Qualification in Mechanical or Electrical Engineering or equivalent qualification as recognized by SAQA. Government Certificate of Competency (GCC) – Factories. 5 years' proven experience in a manufacturing / printing environment at middle management level. Knowledge of the Public Service Regulatory Framework; Safety, Health, Environment, Risk and Quality (SHERQ) management requirements and Skills Development Act. Extensive knowledge of production methodologies and practices. Travelling and extended working hours may be required. Ability to communicate with all levels of management.
<b><u>DUTIES</u></b>	:	Ensure and manage engineering of customised solutions for production equipment. Manage projects and related plans, resources, delivery, budget and reporting expectations. Manage the effective maintenance of production equipment. Ensure compliance to quality and safety standards. Manage the effective installation and maintenance of HVAC and other services' equipment. Manage engineering productivity levels. Manage the monitoring and inspection of equipment. Manage effective maintenance records. Develop and maintain an effective maintenance strategy. Provide vision, set direction and inspire the unit to deliver on the organisational mandate. Participate in defining the organisational strategy and supports the development of plans of the organisation. Translate the organisational strategy into annual performance plans and operational implementation plans and monitors progress on a continual basis. Ensure strategic deliverables are reported according to defined standards. Initiate, support and champion transformation and change. Complete unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Manage and monitor financial risks, projects and programmes. Continuously pursue improvement in sourcing and managing funds optimally. Manage financial resources effectively and according to good practice, policy and standards. Ensure all procurement practices in unit are compliant, transparent and fair. Draft policies and procedures for the unit, and ensure compliance. Contribute to developing and enhancing good governance practices within GPW. Develop and implement a risk management plan and report according to standards. Manage OHS implementation in the production environment. Monitor and report on performance levels against service delivery standards. Contribute to organisation wide reporting via visual management system. Draft and analyse effective engineering related reports with linked corrective measures. Manage the development, motivation and utilisation of human resources for the unit. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve universal objectives.
<b><u>ENQUIRIES</u></b>	:	Mr K Moodley Tel No: 012 748 6306 / 6303
<b><u>POST 11/51</u></b>	:	<b><u>DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: GPW 23/26</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Appropriate (NQF level 7) qualification in Engineering or Science (Process/Industrial/Materials/Systems/Mechanical/Printing/Technology) or equivalent qualification as recognized by SAQA. NQF 8 will be an added advantage. Valid driver's license. 5 years' proven experience in a

- Printing/Manufacturing/Digitalisation/Technology environment at middle management level in Research and Development.
- DUTIES** :
- Managing research on digitalisation and 4IR technology in the printing field. Managing development, testing and implementation of digitalised products and services. Managing the process of benchmarking digitalised initiatives, to leading practices. The development, improvement, testing and benchmarking of document security features and products/services (to leading best practices). Managing projects through developing project plans, allocating project resources, managing project delivery and budgets and reporting on project progress. Accountable for technical experimental research and exploitation of discoveries. Research and development, focusing on production processes and methods in a rapidly changing environment. Testing, investigating and the rendering advice on fraudulent security products/services. Managing the compilation of a technology master plan for equipment deployment and retirement. Managing the establishment and maintenance of health and safety standards in the work environment. Monitoring compliance to quality and safety standards. Proper record keeping and reporting on a predetermined basis.
- ENQUIRIES** :
- Mr S Ngubane Tel No: (012) 748 6344

#### **OTHER POSTS**

- POST 11/52** :
- DIVISIONAL MANAGER: FINISHING OPERATIONS REF NO: GPW 23/27**
- SALARY CENTRE REQUIREMENTS** :
- R908 502 per annum, (an all-inclusive remuneration package)
- Pretoria
- National Diploma /Bachelor's Degree in Operations/ Production/ Business Management NQF Level 6 /7 qualification as recognized by SAQA. Plus minimum of 5 years appropriate experience in the printing industry or manufacturing environment at junior management/ASD Level. Knowledge And Skills: In depth Knowledge and skills in Printing processes value chain or manufacturing business environment, Management of Production, Quality Assurance and Control systems, Staff Performance, Projects, Effective communication, Good interpersonal skills, conflict management and problem solving. Ability to work under pressure and meet deadlines, Understanding of ERP systems, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, OHS Act and other National and Departmental policies and regulations.
- DUTIES** :
- Management of the Finishing printed and unprinted products, equipment and personnel. Plan and schedule the Division's binding printing orders and ensure that all resources required are available and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis and determine the efficiency baseline rate per workstation. Ensure effective and efficient production and binding processes management. Make sure that the team adheres to Health and Safety working environment in accordance to OHS Act, policies and regulations, Manage Quality assurance and control systems and wastage reduction and ensure that Finished product are bound in in high quality standard and in accordance to customers specifications. Monitor adherence to printing schedule and planning of print orders within the Division processes of jobs to next Division/Section. Determine and apply continuous improvement measures to production processes. Ensure that all procedures, standards and systems relating to the protection of security products matters are observed by all staff members. Proactively identify security risks and ensure that mitigating measures are in place. Ensure a smooth workflow between the workstations in the Division and the synergetic co-ordination of work in progress in line with the process value chain within the Finishing Division and other Divisions. Proactively identify and resolve possible bottlenecks timeously to ensure that printing orders are delivered as per the customer's specification. Ensuring that production equipment are kept in good condition, regularly maintained and adherence to maintenance plan and schedule. Ensure proper records keeping and accurate reporting on time as required.
- ENQUIRIES** :
- Mr T Khumalo Tel No: (012) 748 6329

**POST 11/53** : **DIVISIONAL MANAGER: EXAMINATION PRINTING REF NO: GPW 23/28**

**SALARY** : R908 502 per annum, (an all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma /Bachelor's Degree in Operations/ Production/ Business Management NQF Level 6 /7 qualification as recognized by SAQA. Plus minimum of 5 years appropriate experience in the printing industry or manufacturing environment at junior management/ASD Level. knowledge and skills: in depth Knowledge and skills in Printing processes value chain or manufacturing business environment, Management of Production, Quality Assurance and Control systems, Staff Performance, Projects, Effective communication, Good interpersonal skills, conflict management and problem solving. Ability to work under pressure and meet deadlines, Understanding of ERP systems, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, OHS Act and other National and Departmental policies and regulations.

**DUTIES** : Management of the printing of security products on digital and offset lithography printing machines. Plan and schedule the Division's printing orders and ensure that all resources required are available and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis and determine the efficiency baseline rate per workstation. Ensure effective and efficient production and printing process management. Make sure that the team adheres to Health and Safety working environment in accordance to OHS Act policies and regulations, Manage Quality assurance and control systems and wastage reduction. Monitor adherence to printing schedule and planning of print orders within the Division processes of jobs to next Division/Section. Determine and apply continuous improvement measures to production processes. Ensure that all procedures, standards and systems relating to the protection of security products matters are observed by all staff members. Proactively identify security risks and ensure that mitigating measures are in place. Ensure a smooth workflow between the workstations in the Division and the synergetic co-ordination of work in progress in line with the process value chain. Proactively identify and resolve possible bottlenecks timeously to ensure that printing orders are delivered as per the customer's specification. Ensuring that production equipment are kept in good condition, regularly maintained and adherence to maintenance plan and schedule. Ensure proper records keeping and accurate reporting on time as required.

**ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

**POST 11/54** : **DEPUTY DIRECTOR: COSTING AND PRICING REF NO: GPW23/29**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma (NQF6) or Bachelor's Degree (NQF7) in a Financial Field/Financial Management as recognized by SAQA. Minimum 3 - 5 years' relevant functional experience at Assistant Director Level in a Financial/Accounting environment. Costing environment will be an added advantage. Knowledge and understanding of public service policies and procedures. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act. Understand the PFMA and Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Valid Driver's licence. Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Travelling and extended working hours may be required. Ability to communicate with all levels of management.

**DUTIES** : The preparation of proposal budget narratives. Proposal budgets and proposal cost volumes undertaken to ensure that it is strategically and competitively priced, compliant, completed on schedule and of the highest quality. Offer pricing strategies making cost proposals as well as review sub-contract budgets and cost proposal materials prior to submission to client or prime contractor. Oversee and gather sourcing and verification of pricing information/data and unit costs. Maintain accurate information/data in relevant databases. Managing in the assistance of the continual learning process to ensure improved GPW's competitive win rates as well as the quality of proposals submitted. Provides cost and pricing support on a full

range of proposals to include both national and international opportunities and ranging in size and complexity. Collaborates with project managers and other business units to ensure that all contract pricing activities comply with the GPW's requirements and policies. Takes a leading role in the budgetary aspects of the new business proposal development process. Provide advice to staff members on pricing strategies and ensuring compliance with all rules and regulations relating to the proposal requirements. Maintain accurate information/data in relevant databases. Offer pricing strategies making cost proposals more competitive and cost efficient. Oversee and gather sourcing and verification of pricing information/data and unit costs. Coordinates with senior management and other business units in pricing strategy and cost decisions. Develop in-house training on cost and pricing processes and strategies. Lead cost proposal modifications in competitive range discussions, under guidance of the Director and in consultation with other business units with the GPW. Maintain well documented records supporting pricing used in the development of proposals. Develop templates and other proposal forms as required. Collects cost and pricing data for bids including in-country data, market data for cost line items and provide reports. Prepare and/or update budget spreadsheet templates for various contracting mechanisms to facilitate accuracy and consistency in how budget data is compiled and presented.

**ENQUIRIES**

:

Mr. Pitsi Moloto Tel No: 012 764 3926 / 067 959 1704

**POST 11/55**

:

**STATE ACCOUNTANT: BUDGETING, INTERNAL REPORTING AND PROJECTS REF NO: GPW23/30**

**SALARY  
CENTRE  
REQUIREMENTS**

:

R269 214 per annum (Level 07)

:

Pretoria

:

National Diploma (NQF 6)/B. Degree (NQF 7) or equivalent appropriate qualification in Financial Management/Accounting/Commerce and Auditing. 2 – 3 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Extended working hours may be required. Ability to communicate with all levels of management.

**DUTIES**

:

Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on Dynamic AX, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration, Revenue Management and Financial System Administration. Compile standard reports on the state of expenditure, and revenue. Provide and produce quality reports regarding turnaround times, documents processed and error rates. Administer timeous resolution of audit queries. Monitors expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Compile standard reports on the state of expenditure, and revenue. Provide administrative support regarding projects managed by the manager for the Directorate. Follow-up on project deliverables as per specifications. Track budget expenditure against the allocated project budget. Perform and manage project related administrative functions, i.e., contribute to compilation of reports as required. Comply with GPW procedures and policies as required in the Section.

**ENQUIRIES**

:

Mr. Pitsi Moloto Tel No: 012 764 3926/067 959 1704



## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 14 April 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, 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 only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

**POST 11/56** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: 23/47/CS**

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

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : An appropriate undergraduate (NQF level 7) as recognized by SAQA in Built Environment (town planning/ quantity surveying/ space planning services, or equivalent); 5 years experience at middle/senior management level in Infrastructure Planning; Nyukela certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Registration as a professional with any relevant Built Environment council will be an added advantage; Knowledge of fixed Immovable Assets, National Building Regulations, Occupational Health and Safety Act and Supply Chain Management framework; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Financial Management Act. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the user demand in terms of User Asset Management Plan (UAMP); Manage infrastructure and property projects; Manage built environment professional services in all projects; Provide effective people management.

**ENQUIRIES** : Mr. M. Mokoena Tel No: (012) 744 2026

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

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

#### **OTHER POSTS**

**POST 11/57** : **SENIOR ASSISTANT STATE ATTORNEY (LP5 –LP6) REF NO: 23/42/KZN (X3 POSTS)**

**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, Durban  
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 details; Ability to maintain interpersonal relations.

**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 V.T. Mlandiso Tel No: (031) 372 3000  
Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

**POST 11/58** : **DEPUTY MASTER: (MR-6) REF NO: 43/2023/M/WC**

**SALARY** : 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.

**CENTRE REQUIREMENTS** : Masters of The Western Cape High Court  
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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms Z Agulhas Tel No: (021) 832 3010  
Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

**FOR ATTENTION** : Ms L Keyster

- NOTE** : People with disabilities are encouraged to apply.
- POST 11/59** : **SENIOR LEGAL ADMINISTRATION OFFICER – MR- 6 REF NO: 23/43/KZN**  
(Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
- LLB degree or 4-year recognized legal qualification; At least 8 years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele principles, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups. Skills and Competencies: Computer literacy (PowerPoint and Excel); Excellent communication skills (both verbal and written); Leadership skills; Presentations, and training skills; Good interpersonal and liaison skills; Problem solving skills; Analytical skills; Report writing and drafting skills; Time management skills; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Manage State losses within the Department regarding disposal, recovery and mitigation of losses; Manage special projects on Gender, Persons with disabilities and the Elderly; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups and represent the Provincial Office on Inter-Departmental Committees; Conduct outreach events and trainings on various pieces of legislation to officials dealing with Vulnerable Groups at the courts; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments; Manage statutory appointments.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quoting 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 11/60** : **FAMILY COUNSELLOR SUPERVISOR: GRADE 1 REF NO. 29/2023/FA/WC**
- SALARY** : R401 691 – R465 669 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The Family Advocate, George  
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Facilitation skills; Research skills; Planning and organizing; Strategic capability and leadership; Communication (written and verbal) skills; Problem solving and analysis; People management and empowerment; Team leadership; Client orientation and customer focus; Change management; Knowledge management; Service delivery innovation.
- DUTIES** : Key Performance Areas: Provide advise to Family Counsellor to ensure an effective service delivery; Implement the performance management and development system within the office; Provide Forensic Family Counsellor service with regards to the best interest of the Child is upheld through the relevant programmes within the office; Supervise administrative functions required within an office and undertake a higher level of administrative function.
- ENQUIRIES APPLICATIONS** : Adv J Gerber Tel No: (044) 802 4200  
: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

<b><u>FOR ATTENTION NOTE</u></b>	:	Ms L Keyster
	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply.
<b><u>POST 11/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (MANAGEMENT ACCOUNTING) REF NO: 2023/42/GP</u></b> (Re-advertisement applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Gauteng A relevant tertiary qualification in Financial Management at NQF level 7; 3 years relevant supervisory experience; Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Budgeting process in government and PERSAL; Ability to work extended hours, when required; A valid drivers licence Skills and Competencies: Planning and organising; Ability to work under pressure; Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creativity and innovative, Ability to work independently; Leadership and management capabilities; Presentation and facilitation.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Coordinate, review, and analyse the budget preparation process; Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Head, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
<b><u>POST 11/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: COSTING REF NO: 23/26/CFO</u></b>
<b><u>SALARY</u></b>	:	R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria A relevant tertiary qualification at NQF level 6 as required by SAQA; A minimum of 3 years relevant experience in a financial environment which must include costing and budgeting at supervisory level; Knowledge of costing methodologies; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations; BAS and other legislative prescripts. Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations; Communication skills; Ability to work independently in a high pressurized environment; Ability to interpret and apply policies; Research skills; Innovative thinking; Problem solving.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct Regulatory Impact Assessments on all new bills and legislation; Review tariffs for all fees charged by the Departmental Financial Instructions (DFI); Costing all Departmental projects and policies; Provide financial oversight to Commissions and Boards of Inquiry; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J. Maluleke Tel No: (012) 315 1090 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.

<b><u>POST 11/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: 23/37/CFO</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria A relevant tertiary qualification at NQF level 7; A minimum of 3 years' experience in financial management/ accounting at supervisory level; Knowledge and understanding of (PFMA) and National Treasury Regulations; Knowledge of policy development. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Research and analytical skills; Strong leadership and capabilities; Monitoring, evaluation and report writing; Accuracy and attention to detail; Communication (written and verbal) skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide advice to users of financial and administrative systems (BAS) related queries; Monitor and maintain logged calls from users and provide training needs of users to National Treasury; Provide accounting information and responses to risk, audit and assurance providers; Authorize all projections (sundry payments) to be cleared on a quarterly basis; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J Maluleke Tel No (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>POST 11/64</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 23/45/KZN</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Durban to serve Zululand District A National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of three years' experience in financial accounting / management at supervisory level; Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Identify training needs to ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile Third Party Funds; Monitor implementation of audit recommendation, action plan and render support to other districts; Monitor and report on effective Supply Chain Management and Assets Management within the district; Provide inputs on any improvements in financial systems, processes and procedures; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	The successful candidate will be expected to travel extensively in the district.

<b><u>POST 11/65</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 23/46/KZN</u></b>
<b><u>SALARY</u></b>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Utrecht
<b><u>REQUIREMENTS</u></b>	:	Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<b><u>ENQUIRIES</u></b>	:	Ms N.F. Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quoting 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
<b><u>NOTE</u></b>	:	Successful candidate will perform duties as head of Administration (Office Manager)
<b><u>POST 11/66</u></b>	:	<b><u>COURT INTERMEDIARY (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Magistrate Court, Nqutu Ref No: 23/47/KZN Magistrate Court, Ingwavuma Ref No: 23/48/KZN
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counseling, Child Care and youth development, Pediatrics, Psychiatry, Clinical counseling, Educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: English and IsiZulu. Skills and Competencies: Communication and empathetic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
<b><u>ENQUIRIES</u></b>	:	Ms V.T. Mlandeliso Tel No: (031) 372 3000

- APPLICATIONS** : Quoting 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.
- NOTE** : 1. The successful candidates in Nqutu will also serve Magistrate Courts under Umzinyathi District and in Ingwavuma will also serve Magistrate Courts under Umkhanyakude District. 2. Separate application must be made quoting the relevant reference number
- POST 11/67** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 23/44/KZN (X6 POSTS)**
- SALARY** : R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney, Durban
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection. Represent the department in all matters of arbitration proceedings.
- ENQUIRIES** : Ms V.T. Mlandeliso 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 11/68** : **CHIEF ADMINISTRATION CLERK REF NO: 23/23/FS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Botshabelo
- REQUIREMENTS** : Grade 12 certificate or equivalent; A minimum of 3 years experience in administration. Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Jellow Pages (JYP); 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; Provide personnel administration clerical support services within the Court/Cluster; Provide financial administration support services in the Court/Cluster; Provide effective people management.
- ENQUIRIES** : Ms. N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 11/69** : **PROVISIONING ADMINISTRATION OFFICER: BIDS AND ACQUISITION REF NO: 23/27/CFO**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : 3-year National Diploma in Supply Chain Management, Procurement, Logistics and /or a finance-related qualification; A minimum of 2 years relevant experience in Bids and Acquisition Management/Supply Chain Management; Knowledge of Public

		Finance Management Act, Treasury Regulations pertaining to assets management, BAS, Bids and Acquisitions. Skills and Competencies: Computer literacy (Ms Word, email, and internet skills); Communication skills (verbal & written); Report writing; Conflict management; Problem solving skills; Planning and organizing skills; Client orientation and customer focus; Accuracy and attention to details.
<b><u>DUTIES</u></b>		Key Performance Areas: Provide administrative support during bid committees; Administer the implementation of Supply Chain Management Policy and strategy; Maintain effective systems and procedures for the procurement of goods and services; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Maluleke Tel No: (012) 357 1090
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply
<b><u>POST 11/70</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 23/51/KZN</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court: Melmoth
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage duties or functions of a Maintenance Investigator for offices under King Cetshwayo District in terms of the Maintenance Act ;Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Serve documents on complainants/respondents/banks/employers/ etc. Perform any other administrative functions as required from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quoting 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
<b><u>POST 11/71</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 23/52/KZN</u></b> (Re-advertisement applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Mtunzini
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license; Knowledge of computer literacy (MS Word and Excel). Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage duties or functions of a Maintenance Investigator for offices under King Cetshwayo District in terms of the Maintenance Act ;Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Serve documents on



complainants/respondents/banks/employers/ etc. Perform any other administrative functions as required from time to time.

**ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No (031) 372 3000  
: Quoting 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 11/72** : **ESTATE CONTROLLER REF NO: 44/2023/M/WC (X9 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** : Masters of The Western Cape High Court  
: 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 Z Mfeka Tel No: (021) 832 3196  
: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

**FOR ATTENTION** : Ms L Keyster

**POST 11/73** : **MAINTENANCE OFFICER (MR1 - MR3) REF NO: 23/50/KZN**

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

**CENTRE REQUIREMENTS** : Magistrate Court: Howick  
: An LLB Degree or four year recognised legal qualifications; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (written and verbal); Numerical skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; and to explain legal terminology and processes in simple language; Time management; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer 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 N.F. Nkosi Tel No: (031) 372 3000  
: Quoting 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.

**NATIONAL SCHOOL OF GOVERNMENT**

*The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.*



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or use the e-mail address indicated for each post. Should you submit your application and CVs to the address not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441-6017 or Mr Thabo Ngwenya, (012) 441-6108.
- CLOSING DATE** : 11 April 2023 at 16h00
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates for non-SMS post might be subjected to a technical exercise for the post (s. Appointments are subject to personnel suitability to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the NSG Recruitment and Selection Policy and other prescripts. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

**MANAGEMENT ECHELON**

- POST 11/74** : **PROJECT MANAGER REF NO: NSG 09/2023**  
(Twelve Months Contract)  
Job purpose: To manage projects related to the planning, implementation and delivery of education, training, and development (ETD) interventions of the National School of Government
- SALARY** : R1 105 383 per annum, an inclusive remuneration package commencing at Salary Level 13.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and A bachelor's degree on (NQF level 7) in Project Management, Data Analytical/Science, Engineering. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience: 5 years' experience at a middle/senior managerial level in business administration, project management, education, capacity development environment. Knowledge: Knowledge of and experience in project management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic

of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Municipal Systems Act, Public Finance Management Act, Municipal Finance Management Act, Skills Development Act). Good understanding of Project management cycle, methodologies and tools. Competencies: Excellent project management skills. Strong writing skills, proofreading, editing, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Advanced Computer skills in MS Office Suite. Creative and analytical skills. Data analysis, interpretation and utilization. Stakeholder engagement and management. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with international relations trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. International and domestic travel and work extended hours.

## **DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Develop, manage, review, and monitor ETD Practitioner policy for the NSG. Manage the Identify and incubate new ideas, interventions and project initiatives (such as partnerships and sponsorships) within the Branch to support ETD delivery. Liaise with relevant business units to plan and secure buy-in for identified projects. Undertake a feasibility study and due intelligence to develop a business case of projects to be incubated. Institutionalise project management methodologies, systems and practices for the NSG. Set project standards, specifications, objectives and service levels to ensure optimum operational availability. Develop a project plan and determine specific objectives, deliverables, milestones and project roadmap. Undertake assessment of incubated ideas, interventions and projects to determine sustainability, integration and management. Manage the execution of the project management strategy through the provision of appropriate structures, systems and resources. Co-ordinate design efforts of projects and integration across the branch/ organisation (such as the implementation of the National Framework towards the Professionalisation of the Public Sector). Undertake project management of identified projects, in line with relevant methodologies. Create and execute project work plans and revise as appropriate to meet changing needs and requirements of projects. Work with the project stakeholders to successfully implement and complete projects. Monitor project management efficiencies according to organizational goals. Convene project management meetings to monitor progress. Implement systems for monitoring and reporting on programmes (funded programmes, and pre-payment training). Identify, track and manage risks according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of projects related matters to minimise possible project risks. Prepare monthly and quarterly reporting to management on the implementation of projects. Facilitate public and private partnership engagements, related to specific identified projects to mobilise resources, in liaison with relevant business units. Network and collaborate with all internal business units and relevant external stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Manage a branch project calendar and plan. Support the DDG in project and other management structures on NSG activities. Monitor the implementation of joint projects with partners. Provide technical support to initiate recommendations/ proposals for projects. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of

employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES** : Mpho Mugodo Tel No: (012) 441 6017  
**APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at [Recruitment.MMSSMS@thensg.gov.za](mailto:Recruitment.MMSSMS@thensg.gov.za)

#### **OTHER POST**

**POST 11/75** : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: NSG 10/2023**

**SALARY** : R766 584 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A tertiary qualification on NQF Level 7 in Computer/Data Science or Informatics & Analytics. 3 years' proven experience in digital transformation, business process management and/or operations management at a supervisory/management (ASD) level. Knowledge: Organisational Development. Understanding Designing digital products and services. Knowledge in delivering digital technologies. Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Business process management tools and methodologies. Service improvement interventions. Competencies/skills. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Digital skills. Data analytics. Policy development and implementation. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Emotional intelligence, ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; ability to work under pressure. Travel and work with extended hours, including away from office. An innovative and creative mindset; constantly inquisitive about how the organisation operates and what new ways, systems or digital solutions can be utilised to improve efficiency.

**DUTIES** : Develop, manage, review, and monitor the implementation of the NSG Operations Management Framework and Policy. Facilitate the design, improvement, and integration of NSG operations (including alignment of people, systems and processes). Develop, review, and update the NSG Service Delivery Model, Service Delivery Charter and Service Delivery Improvement Plan. Maintain close working relationships with the DPSA and other key stakeholders to ensure service delivery improvement. Participate in internal and external forums (e.g. quality management, service delivery improvement) and represent the National School of Government, where required. Undertake surveys to determine service delivery improvement initiatives. Manage and monitor the implementation of the NSG Digital Transformation strategy. Monitor the NSG's digital services and channels through online transformation, improved online customer experience and digital product range. Review internal business processes and identify areas of digital improvement. Identify digital-centric services and products that are aligned to NSG mandate. Develop and implement business process methodology and tools for the NSG. Work closely with the Organisational Design function to manage organisational structure and aligned business processes. Facilitate individual and business unit engagements to determine optimal business processes. Conduct Organisational Functionality Assessments (OFA) of internal systems and processes. Support in employee engagement and change management

interventions that will contribute to the organisational culture. Develop, implement and monitor total quality management in the National School of Government. Undertake research to inform the quality management standards and processes, to keep up with latest trends and innovations. Work closely with other internal business units to ensure implementation of total quality management. Maintain a database of all quality management standards and processes. Manage the allocated resources (people, finance, systems, assets, contracts) within the sub directorate. Prepare reports on the performance of the sub directorate against performance plans, business requirements and performance targets. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub directorate, as well as mitigation plans, including business continuity plans. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES**  
**APPLICATIONS**

- : Thabo Ngwenya Tel No: (012) 441 6108
- : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at [Recruitment.MMS4@thensg.gov.za](mailto:Recruitment.MMS4@thensg.gov.za)

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and Youth.*



- APPLICATIONS** : Mpumalanga Division of the High Court Middleburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- CLOSING DATE** : 14 April 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a

performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

#### **OTHER POSTS**

- POST 11/76** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/157/OCJ**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of The High Court: Middelburg  
: Matric certificate and National Diploma in Legal Interpreting at NQF level 6 or any other relevant qualification as recognised by SAQA. A minimum of five (5) years' experience as a Court Interpreter with a minimum of two (2) years supervisory experience. Knowledge of any foreign or sign language will be an added advantage. Candidates will be required to undergo oral and written language proficiency tests. A valid driver's license. Skills and Competencies: Excellent communication skills. Computer literacy. Ability to work under pressure and problem solving skills. Customer service. Time management. Accuracy and attention to detail.
- DUTIES** : Render Interpreting services in complex and high profile cases, special cases, pre-trial conference, disciplinary hearings and consultations, Translate legal documents and exhibits, Develop terminology, Procure Foreign Language Interpreters and Casual Interpreters in line with PFMA, Control, supervise and attend to personnel administrative aspects of Interpreters, To render supervisory services in the legal Interpreting and language environment, Provide mentoring and coaching to Junior and Senior Court Interpreters, Manage Performance of Court Interpreters, Leave Management for language services at the High Court and develop related language glossary.
- ENQUIRIES** : Technical Related Enquiries: Ms HA Malambe Tel No: (013) 492 2214  
HR Related Enquiries: Mr MI Jele / Mr MV Maeko Tel No: (013) 758 0000
- POST 11/77** : **STATISTICAL OFFICER REF NO: 2023/165/OCJ**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of The High Court: Middelburg  
: Matric certificate and a three-year National Diploma or Degree in Statistics or equivalent qualification or an equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. A minimum of two (2) years' experience in a statistical environment (court environment will be an added advantage). A valid driver's license. Skills and Competencies: Skills and Competencies: Knowledge of relevant policies and strategies. Statistical analysis and reporting.
- DUTIES** : Administer data collection instruments and survey within the respective Superior Court Division. Establish channels for the collection of data within the respective Superior Court Division, collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court division. Produce 1st line report, statistical publications and newsletters. Reporting monthly statistics for the Superior Court Division. Verification of the performance information that is reported monthly, quarterly and annually, quarterly and annual reporting for the statistician's office. Verification of the performance information for the Quasi-Judicial performance information, the Judicial performance information and PEEC reports. Develop and maintain database containing various datasets for the

- Respective Superior Court Division. Apply sampling ad basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division. Attend to AG's queries.
- ENQUIRIES** : Technical Related Enquiries: Ms HA Malambe Tel No: (013) 492 2214  
HR Related Enquiries: Mr MI Jele/ Mr MV Maeko Tel No: (013) 758 0000
- POST 11/78** : **JUDGE'S SECRETARY (X2 POSTS)**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Mbombela Ref No: 2023/158/OCJ  
Mpumalanga Division of The High Court: Middelburg Ref No: 2023/159/OCJ
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. 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 Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions 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 (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform 76 digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Ms HC Venter Tel No: (013) 758 0000  
HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000
- POST 11/79** : **PROVISIONING ADMINISTRATION CLERK REF NO: 2023/160/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre: Mbombela
- REQUIREMENTS** : National Diploma in Supply Chain Management or an appropriate relevant qualification in a related field, plus a minimum of three years' experience in a supply chain management or related field focusing on acquisition and contract management, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's license. Skills and Competencies: Good understanding of supply chain management procedures and prescripts. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Good communication and interpersonal skills, computer literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.



- DUTIES** : Assist in development of Demand Management Plans and procurement plan. Assist in bid administration. Assist with SCM reporting on bids Source quotations from the suppliers as per specifications. Capturing and processing of invoices; supplier payments as well expediting of Government orders. Provide administrative procurement support to all stakeholder. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safe keeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.
- ENQUIRIES** : Technical Related Enquiries: Ms SM Matshabe Tel No: (013) 758 0000  
HR Related Enquiries: Mr MI Jele/ Mr MV Maeko Tel No: (013) 758 0000
- POST 11/80** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R269 214 – R 317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Middelburg Ref No 2023/163/OCJ  
Mpumalanga Division of The High Court: Mbombela Ref No 2023/164/OCJ
- REQUIREMENTS** : Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Tshivenda, Xitsonga, Sepedi, Southern Sotho, Venda, Isiswati, IsiXhosa). Knowledge of either Shona, Isi-Zulu or Setswana. Knowledge of any foreign language, IsiNdebele, Afrikaans and Sepulane will be added advantage. A valid driver's license will be an added advantage. Shortlisted candidates will undergo a competency assessment. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, ability to work under pressure and solve problems and to practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasijudicial proceedings. Rendering interpreting services during consultations Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Technical enquiries: Ms A Malambe Tel No: (013) 492 2214 (Middelburg)  
Ms HC Venter Tel No: (013) 758 0000 (Mbombela)  
HR related enquiries: Mr M Jele/ M
- POST 11/81** : **REGISTRAR (X2 POSTS)**
- SALARY** : R268 755 – R953 979 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Mbombela Ref No 2023/161/OCJ  
Mpumalanga Division of The High Court: Middelburg Ref No 2023/162/OCJ
- REQUIREMENTS** : Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. Skills And Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.

**DUTIES**

: Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books. Authentication of documents for internal use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**

: Technical enquiries: Mr M Masekoameng Tel No: (013) 758 0000 (Mbombela)  
Mr M Mothabo Tel No: (013) 492 2214 (Middelburg)  
HR related enquiries: Mr M Jele Tel No: (013) 758 0000

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 12 April 2023 at 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za).

## OTHER POST

- POST 11/82** : **DEPUTY DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 14/2023**  
Directorate: Presidential Hotline
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework
- CENTRE REQUIREMENTS** : Pretoria  
: An appropriate tertiary qualification (NQF 7) in Social Sciences, Public Administration, Development Studies or related field of study plus 6 years appropriate experience in social sector monitoring of which 3 years must be at ASD or equivalent level in monitoring and evaluation, stakeholder engagement and data management. NQF level 8 will be an added advantage. High level of computer literacy and sound knowledge of the Microsoft suite of applications are essential. Knowledge of government policies and prescripts. Should possess skills in: financial management, planning and organization, communication, motivational skills and project management skills. A valid driver's license. Good interpersonal relations.
- DUTIES** : The successful candidate will be responsible to oversee, develop and implement Research and Knowledge Management (KM) strategy for the Presidential Hotline to support the strategic objectives of the Department. Oversee and coordinate the compilation of quality reports for the Presidential Hotline. Oversee the marketing and development of knowledge products for the Presidential Hotline. Develop mechanisms, systems, processes, platforms and structures for sourcing and utilisation of the Presidential Hotline data. Collaborate with key internal and external stakeholders to enable knowledge sharing and dissemination. Provide inputs in the budgeting process and monitoring of funds allocated to the Sub-Directorate as well as manage all SCM & HR functions.
- ENQUIRIES** : Mr M Lehong Tel No: 012 312 0540

## 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**

- : 11 April 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, and applicants will not be disqualified if they only sign page 2. 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 over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

**ERRATUM:** Kindly note that the following post were advertised in Public Service Vacancy Circular 09 dated 10 March 2023 (1) General Foreman: Cleaning Services Ref No: 2023/111, Centre: Mmabatho Regional Office has been advertised with incorrect centre, the correct centre is as follows, General Foreman: Cleaning Services, Centre: Mmabatho Regional Office (Brits Magistrate Court.) the Closing date will be extended to 03 April 2023. (2) The posts that were advertised on Public

Service Vacancy Circular 10 dated 17 March 2023 was advertised with an incorrect closing date, the correct closing date will be as follows 03 April 2023.

#### OTHER POSTS

- POST 11/83** : **DEPUTY DIRECTOR: LEASED PROPERTY MANAGEMENT REF NO: 2023/126**
- SALARY** : R908 502 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the middle management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A three year tertiary qualification (NQF Level 6) in Real Estate Management/Property Management with appropriate relevant experience on Junior Management level within Real estate and Facilities management. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and Project management; Property market research. Skills: Advanced report writing skills; Computer literacy; Presentation skills; Ability to work under pressure; Ability to communicate at all levels; Team player; Analytical thinking; Must be prepared to travel; A valid driver's license; Willing to adapt to work schedule in accordance with professional requirements.
- DUTIES** : Effective management of Departments leased property portfolio; Provide guidelines and inputs on drafting plans regarding leased properties; Ensure that lease property rentals are aligned to market trends; Management and administration of leased property portfolio – Ensure effective maintenance of leased properties; Ensure effective administration and performance of buildings to meet clients service delivery objectives; Ensure that leased buildings are user-friendly and accessible; Ensure quality of reports, lease contracts and responses to oversight bodies; Manage and improve relationships with key stakeholders; Manage disputes related to rentals; Preparation of reports on status of leased property; Ensure completeness of contractual documentation; Monitor and ensure regions observe and attend to local regulations and laws in procurement of leased property space; Ensure that deadlines are met and quality of reports meet the requirements of senior management of the branch; Availability beyond the normal working hours and ensure that delivery of services happen effectively and efficiently; Guide, lead and mentor subordinates; Ensure efficient co-ordination between regions and head office.
- ENQUIRIES APPLICATIONS** : Mr. M Mabinja Tel No: (012) 406 2066  
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 11/84** : **DEPUTY DIRECTOR: PMG AND RECONCILIATIONS REF NO: 2023/127**
- SALARY** : R766 584 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service).
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A three year tertiary qualification (NQF Level 6) in Financial Accounting, Finance, Management or Financial related field plus extensive appropriate experience in finance, and appropriate junior management working experience. A candidate must have knowledge of the GRAP accrual accounting, PFMA and Treasury Regulations, ERP systems, Government transversal systems (PMG, Safety Net, PMIS, WCS, PERSAL and Logis) which are desirable and not a prerequisite and/or financial accounting. A candidate must be knowledgeable in financial policies, procedures, circulars and directives. The candidate must possess the following skills; problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and proficiency with computers. A candidate must possess a driver's licence and be willing to work irregular hours and go the extra mile.
- DUTIES** : Setting the Paymaster general (PMG) sub-directorate business plan and facilitating the achievement of set objectives. Oversee the management and financial accounting guidance of the PMG sub-directorate, internal controls, reconciliation of

suspense and general ledger accounts and the approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor, track and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Review and authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for any given period. Develop policies and enhance ongoing improvements to business processes within the sub-directorate. Identify policy gaps and key areas for further development to improve efficiency of financial systems and innovative technology, including narratives and flow charts. Attend to ad hoc requests by management. Ensure effective document control of all journals and related documents. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP. Interact with internal and external auditors (AGSA) to ensure accuracy and resolution of audit findings and related matters. Build and maintain good working relations with employees, clients and all stakeholders to produce solutions to issues.

**ENQUIRIES** : Mr KTE Seletela Tel No: (012) 406 1222  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 11/85** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND RECRUITMENT REF NO: 2023/128**

**SALARY** : R393 711 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resource Management\Public Management / Social sciences with extensive appropriate experience in Recruitment & HR Administration and supervisory on level 8 or equivalent level. Valid driver's Licence. Knowledge of PERSAL, Public service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Services and Administration. Skills: Analytical thinking, language, proficiency Writing skills, Numeracy, Research skills, Organising and Planning, Computer literacy, Advanced, interpersonal, Diplomacy and decision making skills, Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to Communicate at all levels, Ability to work independently.

**DUTIES** : The effective and efficient Human Resource Administration and Provision of Human Resource advice-verify, approve all Disapprove transactions on PERSAL: attend to queries and clarify matters pertaining to Human Resource Administration: provide guidelines and advice on Human Resource policies, procedures and processes: conduct Information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all Service benefits in terms of all types of leave, state guarantees, Housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and services Terminations-including payment of pension. The provision of Effective human resource recruitment –ensure an objective and fair recruitment selection and appointment process: Facilitate the internal and external transfer of staff: Manage the structure of the Region. Implement JE results Compile EE reports per component to management of the Region the effective and efficient management of the Human Resource Registry-ensure a safe environment for files and other documents: put convenient registry system in place for Easy reference; ensure the documents are well filed. The Effective and effective management and development of Staff, conduct employee orientation; conduct knowledge Management and assist employee in career development.

**ENQUIRIES** : Mr. D Manus Tel No: (051) 408 7397  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300.

**FOR ATTENTION** : Mr D Manus

<b><u>POST 11/86</u></b>	:	<b><u>OFFICE MANAGER OF THE REGIONAL MANAGER REF NO: 2023/129</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Management Assistant, Secretariat, Office Management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
<b><u>DUTIES</u></b>	:	Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organize training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<b><u>ENQUIRIES</u></b>	:	Mr NN Vilakazi Tel No: (031) 314 7150
<b><u>APPLICATIONS</u></b>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.
<b><u>FOR ATTENTION</u></b>	:	Ms NS Nxumalo
<b><u>POST 11/87</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTORATE AND COMPLIANCE) REF NO: 2023/130</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Relevant Management experience; Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS); Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills And Personal Attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	The effective implementation of internal compliance impacting on Finance, Supply Chain Management and Legal Contract performance; Monitor whether finance and supply chain objectives are consistent with Government's broader policy; Ensure



that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts; Ensure that the reduction of regional economic disparities is promoted; Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes; Coordinating internal compliance review and monitoring activities; Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy for the Department; Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury; Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis; Reporting non-compliant/irregularities to National treasury monthly; Compile report on Non-compliance for condonation for purpose of Financial statements; Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties; Make follow up on cases of financial misconduct referred to investigations; Adopt systematic approach to prevent the risk; Identify the possible risks in SCM and update the risk register, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; The effective administrative support on contract management, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries, Reporting non-compliant/irregularities to National treasury monthly, Supervise staff and employment-related processes.

**ENQUIRIES** : Ms. BV Ngubane Tel No: (031) 314 7063  
**APPLICATIONS** : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

**FOR ATTENTION** : Ms NS Nxumalo

**POST 11/88** : **SENIOR STATE ACCOUNTANT REF NO: 2023/131**

**SALARY** : R331 188 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Finance or Accounting/ Business Management with appropriate relevant working experience in a Finance Unit or equivalent level. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Experience of working on systems such as SAGE, WCS, PMIS, and Archibus and be computer literate, especially regarding Excel. Be prepared to work under pressure and perform overtime duties if required. A driver's licence will be an added advantage.

**DUTIES** : To supervise the expenditure section, including leasing and projects payments. To authorise \approve the payment and journal transactions on transversal system, such as SAGE, BAS, LOGIS, PMIS, WCS, Archibus and any other prevailing system. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors accounts. Ensure the consolidation and submission of interim\annual Financial Statement inputs to Head Office. Ensure compliance and adherence to the different business processes related to Finance. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.

**ENQUIRIES** : Mr M Mokoena Tel No: (051) 408 7376  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr D Manus

**POST 11/89** : **ADMINISTRATION OFFICER (CHEMICAL/WATER CARE & HYDROLOGY) REF NO: 2023/132**

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office-Pretoria (Nipilar House)

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Office Administration, Office Management or related with appropriate experience in Office assistant/secretary. Computer Literacy (MS Word, MS PowerPoint, Excel, Intranet and Internet, as well as typing skills). Knowledge of LOGIS CLIQIT and BAS will be an added advantage. Good understanding and knowledge of Supply Chain Management processes Good interpersonal, organisational and communication skills are also required. Good record keeping skills. Knowledge and understanding of office/admin environment will be an added advantage. Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. Ability to work under pressure; Flexibility and ability to adapt to change; Hardworking and highly motivated. Valid Driver's License although not required but will be an added advantage as travelling between Head Office and our office is required on an on-going basis.
<b><u>DUTIES</u></b>	:	Ensure effective operation of Water Services Unit on administration matters, compliance with applicable in relation to procurement of goods and services, travel and accommodation management. Tracking and monitoring of Directorate's budget. Ensure application and implementation of effective internal control measures and adherence to applicable departmental policies. Ensure proper reconciliation of budget on monthly basis. Registry Services and personnel; arrange travelling and accommodation, capture, update expenditure in the component. Check correctness of the travel claims of officials and submit to the manager for approval and handle telephone accounts and petty cash for the component Process, training requests from staff and assist in organising training of common interest. Administrate leave arrangements and telephone accounts. Coordinate common submissions and compliance requirements of staff such as performance agreements and assessments. Assist in compiling, processing and tracking of submissions. Printing, photocopy and bind documentation folders. Handle procurement of goods from suppliers through supply chain processes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. T Moloi Tel No: (012) 406 2099
<b><u>FOR ATTENTION</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. Ms NP Mudau
<b><u>POST 11/90</u></b>	:	<b><u>PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2023/133</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum Bloemfontein Regional Office
<b><u>DUTIES</u></b>	:	A three year tertiary qualification (NQF Level 6) in Human Resource Management/ Human Resource Development/ Public Management and extensive appropriate experience in training & development practices and bursary administration. Recommendations: Knowledge of PERSAL system, Public Service Act and Public Service Regulations, Skills Development Act, Computer literacy, excellent Communication, Analytical skills, Interpersonal relations and the ability to perform under pressure are recommended qualities. Valid driver's license. Develop\ compile, implement and evaluate training plans and reports. Compile data on training statistics; assist in compilation of annual training report and compile WSP. Serve as contact person for training and development administrative functions. Provide secretarial support to the Regional Training and Development Committee. Provide support and advice to line functions where possible on administration of Bursary Scheme and Performance Management in general and particularly during performance reviews, appraisals and processing of pay progressions. Analyze trends on Performance Management including data \ statistics on gender, race, disability, salary levels etc.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D Manus Tel No: (051) 408 7397
<b><u>FOR ATTENTION</u></b>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. Mr D Manus

**POST 11/91** : **ADMINISTRATIVE OFFICER: TRANSPORT, PROVISIONING AND LOGISTICS (SCM) REF NO: 2023/134**  
Preference will be given to male applicants. (African Male/ White Male/ Coloured Male / Indian Male and people with disability)

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Bloemfontein Regional Office  
: A three year tertiary qualification (NQF Level 6) in Logistics/ Transport Management/ Public Administration/ Public Management. Appropriate working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE). Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

**DUTIES** : Ensuring day-to-day management and maintenance of fleet vehicles. Verify monthly kilometers travelled before approval for payment. Authorize trip itineraries. Receive and certify invoices for processing of monthly payments. Verify and process Subsistence and Transport claims. Ensure safe parking of fleet. Maintain records of driver's licenses, trip authorization files, etc. Ensure service maintenance of vehicles. Redirect traffic fines. Prevent misuse of fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Assist with preparation of Interim and Annual Financial Statements. Ensure effective management of Fleet and Subsidised vehicle. Ensure adherence to prescripts/ policies and provide advice to all Units with regards to provisioning of goods and services as well as logistical services.

**ENQUIRIES APPLICATIONS** : Mrs. L Mashamaite Tel No: (051) 408 7408  
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr D Manus

**POST 11/92** : **ADMIN OFFICER: REGISTRY REF NO: 2023/135**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Bloemfontein Regional Office  
: Appropriate three year tertiary qualifications (NQF Level 06) in Office Management / Public Management with appropriate experience in Registry and supervision experience in Registry. Experience in registry mailing procedures and filing systems. Computer literacy in Ms Word and Excel. Knowledge of the National Archives procedures and standards and ability to implement, manage and monitor the document management policies of NDPW&I. Must be able to demonstrate knowledge and understanding of MISS act. Experience in and knowledge of file plan, disposal of records, involves, tracking systems, report writing and supervisory skills. Ability to work under pressure and function as a team leader.

**DUTIES** : Manage the Registry section in the Regional Office, Implement provisions of the National Archive Act. Implement the approved file plan and duties as set out in the plan. Be responsible for supervision, control over and training of sub-ordinates in Registry and the photocopier office. Manage postal services, filing, photocopiers, franking machine and messenger services. Rendering auxiliary services to office personnel. Manage the Invoice tracking system. Be responsible for personnel evaluation function and performance reviews. Handle enquiries of a more advanced nature. Record and dispatch outgoing correspondence. Sort and post documents. Maintain an effective pending system, draw and route files. Receipt

and opening of mail, priority mail and registered mail. Manage telephone accounts in the regional office. Draw and distribute telephone accounts and update register.

**ENQUIRIES APPLICATIONS** : Ms. E Venter Tel No: (051) 408 7457

**FOR ATTENTION** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**POST 11/93** : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/136**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
 : Durban Regional Office  
 : A three year tertiary qualification (NQF Level 6) in Finance, Supply Chain Management, Financial Management/Auditing, Accounting. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS); Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills And Personal Attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.

**DUTIES** : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance, Monitor whether finance and supply chain objectives are consistent with Government 's broader policy, Ensure that the Departmental SCM processes are aligned with those standards that support international best practice, Implement SCM practice notes, policies and inform about new prescripts from National Treasury, Identify non-compliance issues by doing the pre- audit and post audit, Compile report on Non-compliance for coordination for purposes of Financial statements, Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department, Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM, The effective administrative support on contract management, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries.

**ENQUIRIES APPLICATIONS** : Ms. BV Ngubane Tel No: (031) 314 7063

**FOR ATTENTION** : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

**POST 11/94** : Ms NS Nxumalo

**ADMINISTRATION CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) REF NO: 2023/137**  
 (24 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Mthatha Regional Office  
 : A Senior Certificate/Grade 12 or equivalent qualification and relevant working experience in office administration duties. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy. Experience in verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage. Computer literacy. Decision making skills.

Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES** : Assist in physical verification of NDPWI assets. Perform support Function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

**ENQUIRIES** : Ms. N. Cikolo Tel No: (012) 492 3096

**APPLICATIONS** : Mthatha Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructure Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructure, 96 Sutherland Street Prd II Building, 5th Floor Mthatha, 5099.

**FOR ATTENTION** : Ms. N Mzalisi

**POST 11/95** : **GROUNDSMAN REF NO: 2023/138 (X4 POSTS)**

**SALARY** : R107 196 per annum

**CENTRE** : Bloemfontein Regional Office:  
Harrismith Magistrate Court (X1 Post)  
Bloemfontein (Nursery X3 Posts)

**REQUIREMENTS** : Grade 10 or NCV level 2. Nursery/Gardening experience will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of garden materials and equipments will be an added advantage.

**DUTIES** : Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in beds, Fertilizing lawn and plant beds; Planting of new mother stock material in the area; Assisting in plant propagation area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

**ENQUIRIES** : Ms. N Nkentsha Tel No: (051) 408 7345

**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr D Manus

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 14 April 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

## OTHER POST

- POST 11/96** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING "REF NO: ASD MA"**  
(Re-advertisement)
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Accounting / Finance, or related relevant field as recognised by SAQA. 3 years relevant supervisory experience in Management Accounting Environment. Post Graduate qualification in Accounting / Finance or related field Advanced Excel will be an added advantage. Broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems. Knowledge of basic financial operating systems (computer Literacy (MS Office Packages) Intermediate specifically in Word and Excel.BAS & Vulindlela). Have proven competencies in communication (Verbal and Written), Problem solving and decision-making, Interpersonal skills, Attention to detail, Planning and organising, Report writing and analytical skills, Database and template compilation, and presentation skills.
- DUTIES** : Render a budget support service to the Department. Coordinate, review, analyse and quality assure the budget preparation process including MTEF/ENE/AENE. Compile cashflow projections of the Department. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget and cashflow. Compile the IYM report in line with legislative prescripts. Compile inputs for the Interim and Annual Financial Statements. Analysis of the expenditure patterns and identification of incorrect allocations. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. Capture Budget and related transactions on BAS. Authorise funds from safety web

system. Provide general administrative support to the business unit. Distribute documents with regard to the budget. Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical related matters in respect of policies to ensure compliance with regulations. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.

**ENQUIRIES**

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

**NOTE**

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:ASD-MA"

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 14 April 2023
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POST

- POST 11/97** : **ETHICS & INTEGRITY MANAGEMENT PRACTITIONER REF NO: D1/2023 (X2 POSTS)**  
Chief Directorate: Risk, Oversight & Integrity Management  
(12 Months Contract Positions)

- SALARY** : R331 188 per annum, plus 37% of salary in lieu of benefits



- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Degree/ National Diploma in Risk Management/ Internal Auditing/ Public Administration/ Business Management Plus 1-3 years' experience in Ethics and Integrity environment. Certified Ethics Officer with a recognized body. Knowledge of: the Public Service Regulatory Framework, Public Service Act, PFMA and Treasury Regulations, Ethics Management Framework, Strategy lifestyle audit in the Public Sector and King IV report. Competencies needed: Communication skills. Planning, coordination and organizing skills. Problem Solving skills. Diagnostic and analytical skills. Project management skills. Computer literacy. Facilitation and presentation skills. Client orientation. People management skills. Fraud investigation skills. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business Ethics. Confidentiality.
- DUTIES** : Facilitate the implementation of Ethics and integrity programs, policies and procedures to ensure compliance in the Department. Promote and implement code of conduct in line with legislative frameworks. Conduct investigations on ethics related cases. Promote the financial disclosure information and maintain the database within the Department. Analyse risk assessment report to identify ethics and integrity related matters. Provide secretariat services to the ethics and integrity committee.
- ENQUIRIES** : Ms A Samaad Tel No: (012) 312-7373

**DEPARTMENT OF WATER AND SANITATION**

**CLOSING DATE** : 11 April 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. For posts requiring a drivers license, annotate such details on 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. Faxed or emailed applications will not be considered. 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.

**MANAGEMENT ECHELON**

**POST 11/98** : **DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND REFURBISHMENT REF NO: 110423/01**

Branch: Provincial Coordination and International Cooperation: Gauteng

**SALARY** : R1 105 383 per annum (Level 13), (all-Inclusive package)

**CENTRE** : Gauteng Provincial Office

**REQUIREMENTS** : A Degree in Civil Engineering or Project Management at (NQF 7). Ten (10) years Programme and Project Management experience within the Water Sector built environment of which five (5) years must be at middle or senior management level. Experience should preferably be in the water sector. Possess a general understanding of contract administration, business principles, and business law. A valid and unexpired drivers license. A broad understanding of each engineering discipline. Effective management and leadership skills. Effective computer skills

(Micro Office Software, lotus notes, and other company and discipline-specific software applications). Effective and excellent communication skills both verbally and in writing with management, colleagues, and individuals inside and outside the Department. Effective analytical and problem-solving skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge of the Public Finance Management Act (PFMA). Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and analysis. Client orientation and customer focus. Service Delivery Innovation (SDI). Problem management and empowerment. Accountability and ethical conduct.

**DUTIES** : Develop policies on water services infrastructure programmes for component, in conjunction with provincial COGTA and municipalities, to ensure that grant-funded projects are optimally prioritized on an ongoing basis. Ensure that policies on water services infrastructure grant programmes are aligned to the departmental strategic plan. Ensure that plans are available for water services infrastructure grant programmes. Implement water policies for water services infrastructure programmes. Facilitate and support implementation of water services infrastructure grant programmes for provincial operations. Various water sectors consulted on water issues. Needs of business sectors catered for in water infrastructure grant programmes. Support development of provincial sector plans and their alignment to water services infrastructure grant programmes. Regional bulk infrastructure programme implemented in the provinces. Various water sectors consulted on water issues. Needs of business sectors catered for on water bulk infrastructure programme. Implement water policies for regional bulk supply of water. Promote partnerships between government public entities, private sector and civil society regarding water services infrastructure grant programmes. Ensure that water supply is available for all business sectors. Avail raw water supply for all municipalities. Ensure that all other water key stakeholders are communicated regarding water issues. Assure that water services infrastructure grant programmes are budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programmes. Monthly reporting. Early warning system management. Ensure that budgeted funds are used properly. Ensure that monitoring and evaluation for water services infrastructure grant programmes are properly conducted in provinces. Compile reports on monitoring and evaluation. Ensure projects carried out as planned. Implement water policies for regional bulk supply of water. Compile monthly and quarterly reports.

**ENQUIRIES** : Mr. PS Nevhorwa Tel No: 012 392 1324  
**APPLICATIONS** : Pretoria (Head Office): For purposes of response handling, 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, 0001.

**FOR ATTENTION** : Recruitment and Selection Unit

#### **OTHER POSTS**

**POST 11/99** : **DEPUTY DIRECTOR: HR APPOINTMENTS REF NO: 110423/02**  
 Branch: Corporate Support Services  
 Chief Directorate: Human Resources  
 Directorate: HR Administration Services

**SALARY** : R908 502 per annum (Level 12), (all-inclusive package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma in Human Resources Management at NQF Level 6 or relevant qualification. Three (3) to five (5) years management experience in Human Resources, specifically in salary related matters. Knowledge of the Occupational Specific Dispensation (OSD). Knowledge of policy development and implementation. A valid and unexpired driver's license is required. Extensive knowledge of PERSAL and the implementation of transactions. Proven computer literacy skills (MS Word, MS Excel, MS Powerpoint). Good Interpersonal Relations. Disciplinary knowledge in HR information. Understanding of Government legislation. Knowledge of PFMA. Knowledge of techniques and procedures for the

planning and execution of operations. Financial Management. Program and project management. Knowledge of relationship management. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Communication skills (written and verbal). Accountability and ethical conduct. Knowledge of analytical procedures. Must be able to work under pressure. Knowledge and experience in Conditions of service will be an added advantage.

**DUTIES** : Management of appointment and remunerative matters. Manage the payment of salaries. Process transfers, upgrades and promotions. Implementation of PMDS. Management of contract appointments. Processing of acting allowances. Dealing with OSD related matters. Ensure capturing of transactions on PERSAL. Drafting of high level submissions, memorandums and letters. Ensure staff capture transactions accurately and on time on PERSAL. Approval of transactions on the PERSAL system. Ensuring compliance with the Public Service Regulations, Public service Act, DPSA Directives and Departmental policies and procedures. Develop standard operating procedures and refine business processes pertaining to salary related matters. Development and implementation of HR appointment policies. Coordinate training and information sessions regarding policies and standard operating procedures. Provide advice pertaining to appointment policies and processes. Correct application of policies and prescripts to HR administrative matters. Monitoring and evaluation of HR administrative matters at Head Office, Regions and Clusters. Ensure consistency between Head Office, Regions and NWRI cluster offices, on all salary related matters including the OSD dispensation. Drafting of circulars and communication regarding appointment matters. Monitoring and evaluation. Provision of advice and guidance to Regions / Clusters on PERSAL related queries. Management of staff discipline. Responsible for leave administration for allocated Branches. Management of the workload database and allocation of work to the section. Management and maintenance of HR databases. Management of human resources. Provide advice and guidance on appointment matters. Resolution / investigation of grievances pertaining to salary related matters. Performance management. Provide inputs into budget requirements.

**ENQUIRIES** : Ms. P Archary Tel No: 012 336 7762

**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, and Selection unit

**NOTE** : Applicants must clearly indicate PERSAL and computer courses, Drivers licence and detailed experience on their CV in relation to the post.

**POST 11/100** : **ENGINEER PRODUCTION GRADE A – C REF NO: 110423/03**  
Branch: Provincial Coordination and International Cooperation: Free State  
Dir: Water Services Infrastructure Development and Refurbishment Programmes

**SALARY** : R750 693 - R1 140 018 per annum, (all-inclusive OSD salary), (offer will be based on proven year of experience)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil Engineering. Three (3) years post qualification in engineering experience is required. Compulsory registration with ECSA as a Professional Engineer. A valid and unexpired driver's license. Experience in the field of water and sanitation project and programme management. Certificate in Project Management will serve as an added advantage. Knowledge of project and contract management. Understanding of financial management, strategic framework for Water Services, National Water Act and Water Service Act. Knowledge of integrated water resource planning and management. Good communication skills both (verbal and written). Computer literacy, preferably in MS Word, Excel, PowerPoint and computer aided engineering applications. Good planning and organizing skills. Knowledge of legal compliance and technical report writing skills.

**DUTIES** : Implement and monitor water and sanitation related projects and implement integrated water resources management. Assist and provide technical support to the water sector in the implementation of projects. Ensure effective integrated water resources implementation in the Free State Provincial Office. Perform water

resources management functions. Evaluate project designs, technical drawings on WSIG and RBIG projects and make recommendations for approval. Ensure implementation, development and evaluation of the readiness reports and feasibility studies by all water sectors. Liaise with WSAs and consultants regarding the development of the technical reports. Manage the approval of WSIG and RBIG projects. Evaluate and conduct technical reports and feasibility studies in the Free State Provincial Office. Compile performance evaluation reports for all water sectors in the Free State Provincial Office. Lease with all water sectors on infrastructure development programmes. Assess and give technical input in the development of water and sanitation infrastructure projects and programmes. Provide advisory support to WSAs and give inputs on the development of operation and maintenance plans for water services schemes. Produce analytical reports that reflect water service sector technical reports. Update the monthly, quarterly and annual progress reports as per the Provincial Operational Plan. Manage, supervise and train engineering technicians and graduate trainees. Manage the MTEF project budget and sectional. Manage projects for WSIG and RBIG intervention.

**ENQUIRIES  
APPLICATIONS**

: Mr MJ Manyama Tel No: 051 405 9000  
 : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION  
NOTE**

: Ms L Wymers  
 : In the filling of vacant post, 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.

**POST 11/101**

: **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 110423/04**  
 Branch: Water Services and Sanitation Management  
 Sub-Directorate: Irrigation Agriculture Water Loss Control and Demand Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R517 725 per annum, (OSD)  
 : Pretoria Head Office  
 : A four (4) year Degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience in water loss control. Extensive practical experience and competencies in irrigation water loss control, water distribution and management at irrigation scheme especially attended water control training courses. Knowledge of National Water Act, 1998 and White Paper Policies governing Integrated Water Resources Management and irrigation agriculture water management institutions to ensure efficient use of water and water demand management. Knowledge of strategic planning, resource allocation, and human resources. Knowledge of Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of Project Management. Problem-solving and analysis. 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. Accountability and Ethical Conduct. Valid driver's License. The ability and willingness to travel and work long hours where necessary. Supervise of staff.

**DUTIES**

: Assist to set up Water Conservation and Water Demand Management targets through the development of Water Management Plans for the Irrigation Schemes. Contribute towards coordination, planning, presentation, evaluation and reporting of water control training programs. Conduct and administer water use efficiency audits and submission of monthly water use efficiency accounting reports. Administer and update Water Use Efficiency Accounting Report database, prepare consolidated quarterly and annual water losses reports for the irrigation schemes within the water management areas. Trouble shoot water losses, inefficient use and water measurement challenges. Host regular workshops with water control personnel and conduct joint inspections on irrigation water schemes. Participate in the irrigation agriculture broader research and technology transfer projects.

Contribute towards strategic and business planning for the Sub Directorate: Water Loss Control and Demand Management.

**ENQUIRIES** : Mr Thabo Masike Tel No: (012) 336 6793

**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** : Recruitment and Selection Unit

**POST 11/102** : **ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 110423/05**  
Branch: Corporate Support Services  
Div: HR Information Management

**SALARY** : R491 403 per annum (Level 10)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : An appropriate NQF level 6 qualification in Human Resources, Social Sciences and/or Administration. Three (3) to five (5) years in the field of Human Resources Management, particularly in the field of PERSAL establishment management, PERSAL information and PERSAL control. A minimum of three years supervisory experience. Extensive knowledge of public service human resources practices and legislation. Must be able to operate at intermediate or advanced level MS Excel, extensive PERSAL knowledge and experience, sound knowledge of Vulindlela, sound knowledge of the functioning and processes of a HR Registry, experience in the management of HR Registry would be advantageous. Excellent verbal and communication skills, computer literacy, must have a valid PERSAL Establishment Administration certificate, Microsoft (MS) Excel Certificate at minimum intermediate level, MS Word certificate and a valid driver's license.

**DUTIES** : Responsible for the provision and storage of PERSAL information in the form of reports, screenshots and databases. Coding, implementation, maintenance and oversight of the departmental structure on PERSAL. Manage and supervise the activities of the departmental PERSAL Controllers. Conduct quarterly PERSAL audits of the activities of the PERSAL Controllers. Implement changes to the budget structure on PERSAL, i.e. responsibility and objective codes. Assist with the provision of audit reports and responses to audit findings. Assist with the provision of PERSAL system support to all PERSAL Users. Registration of System Change Controls (SCC's) when necessary. Creation and management of a PERSAL training database. Manage and supervise all HR Registry functions, processes and staff. Create, develop and implement a file plan for HR Registry, manage the disposal and archiving of HR records, control internal file movements, assist with the implementation, maintenance and support of an electronic file tracking system.

**ENQUIRIES** : Mr I. Govender Tel No: (012) 336 7683

**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** : Recruitment and Selection Unit

**NOTE** : Applicants must clearly indicate PERSAL and computer courses, Drivers licence and detailed experience on their CV in relation to the post.

**POST 11/103** : **CONTROL SURVEY TECHNICIAN GRADE A REF NO: 110423/06**  
Branch: Water Resource Management  
Sub-Directorate: Land Management

**SALARY** : R466 482 per annum, (OSD)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : National Diploma in Geomatics/ Survey/ Cartography or relevant qualification. Six (6) years post qualification technical experience in Property verification, land valuation and/or Engineering Surveys. Compulsory registration with SAGC as a Survey Technician/Surveyor. A Valid unexpired driver's license. Programme and project management. Knowledge of Processes and Legislation relating to the Survey environment. Communication skills (Technical consulting, professional

judgement). Survey equipment operating skills. Knowledge of Survey design and analysis. Research and development skills in the Survey field. Computer-aided survey applications knowledge and skills. Creating a high performance culture. Problem solving and analysis. Decision making. Team leadership and staff management. Customer focus and responsiveness. Planning and organising skills. Conflict management. Negotiation skills. Change management. Financial and Human resource management.

**DUTIES** : Survey design and analysis. Perform cadastral surveys, reviews and quality control on new survey requests according to set standards and designs. Maintain survey operational effectiveness. Manage the execution of asset maintenance strategy through the provision of appropriate controls. Allocate, monitor and control resources. Continuously monitor the exchange and protection of information between operations and individuals to ensure effectiveness knowledge management according to departmental objectives. People Management. Training and mentorship of learner interns and graduate trainees.

**ENQUIRIES** : Ms C Rajah Tel No: 012 336 8130  
**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 11/104** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 110423/07**  
Branch: Infrastructure Management: Head Office  
Sub-Directorate: Mechanical Asset Management

**SALARY** : R326 031 – R 495 099 per annum, (OSD)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma in 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. Technical competencies which include: project management skills, technical design and analytical skills, quality control, research and development and computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting (with related contractors and cluster offices). Generic competencies which include: problem solving and analysis, decision making, team work, creativity, client focus and responsiveness, good communication skills, computer skills, people management skills, ability to plan and organise projects (tasks and activities) and initiate change management. Knowledge and application of the National Water Act 1998 and the Occupational Health and Safety Act of 1993. Willingness to travel long distances for work activities.

**DUTIES** : Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Sub-Directorate: Mechanical Asset Management. Assist Engineers, Control Technologists, Technologists, Control Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings; compilation and submission of progress reports. Development of Condition Assessment and Mechanical Maintenance Inspection Reports complete with Service Requests. Perform asset verifications. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Support Corrosion Engineer with corrosion protection inspections. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and

certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement and maintain databases. Supervise technical personnel and control strategic assets. Conduct quarterly meetings with respective cluster office and develop minutes of the meeting. Ensure continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters and maintain continuous registration with the Engineering Council. Quality control of mechanical equipment during fabrication, installation and commissioning.

**ENQUIRIES APPLICATIONS** : Mr JH van Walt Tel No: 012 336 6781  
 : 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 11/105** : **ASSISTANT TECHNICAL OFFICER REF NO: 110423/08**  
 Branch: Water Resource Management  
 Sub Directorate: Resource Quality Information

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Pretoria Head Office  
 : A Senior / Grade 12 Certificate. A valid unexpired driver's license. Computer literacy (Microsoft Word, Excel and Power Point). Basic knowledge in handling laboratory equipment. Ability to solve problems. Good communication skills (both verbal and written) and organizing skills. Good Interpersonal relations. Willingness to acquire new skills.

**DUTIES** : The incumbent will assist in the supply and dispatching of sampling materials to various monitors for scheduled and ad hoc requests. The incumbent will ensure that sample material routing is done on time, print tags and schedules, keep address lists of monitors up to date. The incumbent will also assist in the creation of worksheets and batch-logged samples in packing lists according to different analysis groups. The responsibility includes management of queries relating to problem samples: logging and re-checking on both the Water Management System (WMS) and Laboratory Information Management System (LIMS) as well as doing the verification of samples packed for analysis in laboratories. The incumbent will also be responsible for preparation of filter papers, assisting in the filling of Lugol and ethanol to glass bottles and the packing of Petri dishes. The incumbent will also partake in timeous stock taking.

**ENQUIRIES APPLICATIONS** : Mr. V Sigonyela Tel No: 012 808 9736 / 081 316 0338  
 : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Recruitment and Selection Unit

**POST 11/106** : **GENERAL WORKER REF NO: 110423/09 (X6 POSTS)**  
 Branch: Infrastructure Management: Southern Operations

**SALARY CENTRE** : R107 196 per annum (Level 02)  
 : Mthatha Dam (X2 Posts)  
 : Uitkeer (X1 Post)  
 : Xonxa Dam (X1 Post)  
 : Kat River Dam (X1 Post)  
 : Ntenetyana Dam (X1 Post)

**REQUIREMENTS** : ABET qualification. Two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic



knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals.

**DUTIES**

: Clean and maintain grounds, canals etc. Repair tools and structures such as building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or atomic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other ground features. Maintain existing grounds / gardens by caring for sod, plants, and trees. Rake and mulch leaves irrigate plants and lawns. Sweep walkways, grounds, and clean buildings by sweeping and washing floors.

**ENQUIRIES**

: Mr SF Cannon - Uitkeer at (060) 543 8319  
Mr ML Boyce – Mthatha Dam, Xonxa Dam, Kat River Dam, Ntenetyana Dam at (083) 412 1966

**APPLICATIONS**

: Southern Operations: (Port Elizabeth/Gqeberha) Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3<sup>rd</sup> Avenue and Heugh Road ,Walmer.

**FOR ATTENTION**

: Mr MN Jonkerman

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

*The mandate of the department is to regulate the socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.*

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0002, or hand delivered at 268 Lilian Ngoyi Street, Fedsure Forum Building, 1<sup>st</sup> Floor, Pretoria,0002.
- FOR ATTENTION** : Ms Sarah Mabizela
- CLOSING DATE** : 11 April 2023 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application 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. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “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”, details thereof must be attached to the application. 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?”. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document 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. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. The applicant should not have previously served as an intern or contract worker in the Public Service and must not be older than 35 years. Applicants who participated on the internship programme in the past will be disqualified. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Youth and Persons with Disabilities.

**INTERNSHIPS FOR 2023/2025****OTHER POSTS**

- POST 11/107** : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: DWYPD 001/HRM (X1 POST)**  
Directorate: Human Resource Management  
(24 Months)
- STIPEND CENTRE** : R6 360.20.per month  
Pretoria

**REQUIREMENTS** : Degree or National Diploma in Human Resources Management/Human Resource Development

**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**POST 11/108** : **INTERNAL AUDIT INTERN REF NO: DWYPD 002/IA (X1 POST)**  
Directorate: Internal Audit  
(24 Months)

**STIPEND** : R6 360.20.per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree or National Diploma in Internal Auditing.  
**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**POST 11/109** : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: DWYPD 003/SCM (X1 POST)**  
Directorate: Supply Chain Management  
(24 Months)

**STIPEND** : R6 360.20.per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree or National Diploma in Supply Chain Management/Logistics/Assert Management.  
**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**POST 11/110** : **FINANCIAL MANAGEMENT INTERN REF NO: DWYPD 004/FMA (X1 POST)**  
Directorate: Financial Management  
(24 Months)

**STIPEND** : R6 360.20.per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree or National Diploma in Financial Management/Accounting/Cost Management Accounting.  
**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685 and Mr Amukelani Misunwa Tel No: (012) 309 3383

**POST 11/111** : **RISK MANAGEMENT INTERN REF NO: DWYPD 005/RM (X1 POST)**  
Sub Directorate: Risk Management  
(24 Months)

**STIPEND** : R6 360.20.per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree or National Diploma in Risk Management  
**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**POST 11/112** : **ADVOCACY AND MAINSTREAMING, RPD INTERN REF NO: DWYPD 006/RDP (X1 POST)**  
Chief Directorate: Mainstreaming of the Rights of Persons with Disabilities and Advocacy  
(24 Months)

**STIPEND** : R6 360.20.per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree in Monitoring and Evaluation/Research/Statistics  
**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**POST 11/113** : **MAINSTREAMING OF THE RIGHTS OF YOUTH AND ADVOCACY INTERN REF NO: DWYPD 007/NYD (X1 POST)**  
Chief Directorate: Mainstreaming of the Rights of Youth and Advocacy  
(24 Months)

**STIPEND** : R6 360.20.per month  
**CENTRE** : Pretoria

**REQUIREMENTS** : Degree or National Diploma in Youth Development/Social Science/Community Development.

**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**POST 11/114** : **GOVERNANCE TRANSFORMATION, JUSTICE AND SECURITY INTERN REF NO: 008/GTJS (X1 POST)**  
Chief Directorate: Social Empowerment of Women  
(24 Months)

**STIPEND** : R6 360.20.per month

**CENTRE** : Pretoria

**REQUIREMENTS** : Honours/Degree in Gender Studies/Development

**ENQUIRIES** : Ms Sarah Mabizela at 083 406 7685

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that post of: Admin Clerk Ref No: PWH/R-ADC/01/23 advertised in Public Service Vacancy Circular 09 dated 10 March 2023 with a closing date of 05 April 2023 (**For Pretoria West District Hospital**), The post requirement must be as follows: Grade 12 or equivalent qualification. Computer literacy and a minimum of 1 year experience in data capturing and administration. (Tier.Net will be added advantage). Other skills: Application of Batho Pele Principles in work situation. Good communication skills (Verbal and written). Communication effectively with management, clinicians and other team members as well as the Data management team members. Knowledge of TB Module will be an added advantage. Knowledge of prescripts governing Patient admin and records management. The closing date of the post is extended to 11 April 2023. Enquiries: Mr. J Mamaila Tel No: (012) 380 1475/1295. Kindly note that post of: Admin Clerk Ref No: PWH/ADM/01/23 advertised in Public Service Vacancy Circular 09 dated 10 March 2023 with a closing date of 05 April 2023 (**For Pretoria West District Hospital**), The post requirement must be as follows: Grade 12 or equivalent qualification. Computer literacy. 0-2 years on HIS/SAP system will be added advantage. Other skills: Application of Batho Pele Principle in a work situation. Good communication skills (verbal and written). Ability to work within a team and to work shifts. Skills: Knowledge of prescripts governing patient admin, Registry and records management. The closing date of the post is extended to 11 April 2023. Enquiries: Mr. J Mamaila Tel No: (012) 380 1475/1295. Kindly note that the post of Radiotherapy Radiographer with Ref No: SBAH 0012/2023 (**For Steve Biko Academic Hospital**) advertised in Public Service Vacancy Circular 05 dated 10 February 2023 was advertised with some incomplete requirements and duties, the complete requirements and duties are as follows: Requirements: or National Diploma Diagnostic and National Diploma Radiotherapy and **Grade 1:** 4 years' appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 2:** 14 years' appropriate experience after registration after registration with the Health Professional Council (HPCSA) as Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** 24 years' appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography. Comprehensive knowledge and working experience in VMAT and Stereotactic Radiosurgery. Grade 1: Hardworking individual with good interpersonal skills (Communication within the team and with patients is very important). Be able to take instructions from senior radiographers as well as still be able to voice opinions. Must be able to work in a stressful environment. Grade 2: All of the above as well as show some leadership skills and be a team leader. Take responsibility and hard working. Be able to teach/mentor students. Grade 3: All of the above as well as have managerial skills, high level of responsibility. Be able to solve problems in the area of work. Provide assistance to the manager when required. Duties: Grade 2-3 Discipline and conflict management of junior staff members. Closing Date of the post is extended to 11 April 2023. (**For Dr. George Mukhari Academic Hospital**): Kindly note that the following post was advertised in Public Service Vacancy Circular 10 dated 17 March 2023, Deputy Director: Admin Support and Logistics with Ref No: Refs/016525; the post has been withdrawn.

**OTHER POSTS**

**POST 11/115** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016526 (X5 POSTS)**  
Directorate: Orthopaedic

**SALARY CENTRE** : R1 156 308 per annum, (all inclusive)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Appropriate qualification that allow registration with HPCSA as Medical Specialist. Registration with the HPCSA as Medical Specialist in Orthopedics. No experience required. Post qualification FC Ortho (SA). 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.

**DUTIES**

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns, and nurses. Manage patients and provide administrative in the Orthopaedic Spinal Unit at CHBAH, including deputizing for the head of the spine unit during his absent. Provide after – hours consultant duties and other general orthopaedic duties as required. ensure the proper and economical use of equipment and other resources an ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment). Undertake appropriate clinical research and provide MMed supervision.

**ENQUIRIES**

: Prof Ramokgopa /Ms. PK. Mofokeng Tel No: (011) 933 8914

**APPLICATIONS**

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

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023

**POST 11/116** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016528 (X4 POSTS)**  
Directorate: Anaesthetics

**SALARY** : R1 156 308 per annum, (all inclusive)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. No experience required. 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. Skills/Knowledge Good leadership skills, excellent communication (verbal and written), ability to resolve conflict and good interpersonal skills. Experience in the public sector would be an advantage.

**DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Dr. P Mogane Tel No: (011) 933 9335

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

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023
- POST 11/117** : **MEDICAL SPECIALIST (ACCIDENT AND EMERGENCY) GRADE 1-3 REF NO: REFS/016164**  
Directorate: Medical Department
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive remuneration package)  
Grade 2: R1 322 100 per annum, (all-inclusive remuneration package)  
Grade 3: R1 1534 356 per annum, (all-inclusive remuneration package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as an Emergency Medical Specialist.  
**Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.
- DUTIES** : Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Emergency department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Emergency outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors, and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.
- ENQUIRIES** : Dr. N Mzondo Tel No: (011) 411 3508
- APPLICATIONS** : Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB: For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)
- NOTE** : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit



certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

- CLOSING DATE** : 11 April 2023
- POST 11/118** : **MEDICAL REGISTRAR REF NO: REFS/016529 (X9 POSTS)**  
Directorate: Paediatrics and Child Health
- SALARY CENTRE** : R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH), Charlotte Maxeke Johannesburg Academic Hospital and Rahima Moosa (Mother and Child) and Helen Joseph Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. Must have FCPaed Part 1. Experience as Medical Officer in a training institution in a relevant department or outside the training institutions in a relevant department will be added as advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico-Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES APPLICATIONS** : Prof Velaphi Tel No: (011) 933 8400/ 8416  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice. For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at

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

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](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**

: 14 April 2023

**POST 11/119**

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/016531 (X17 POSTS)**

Directorate: Paediatrics and Child Health

**SALARY CENTRE**

: R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH), Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner and must be post Community Service. No experience required.

**DUTIES**

: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico-Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous

uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.

**ENQUIRIES  
APPLICATIONS**

: Prof Velaphi Tel No: (011) 933 8400/ 8416  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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**

: 14 April 2023

**POST 11/120**

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/016532 (X17 POSTS)**  
Directorate: Intensive Care Unit

**SALARY  
CENTRE  
REQUIREMENTS**

: R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent medical practitioner. Must be post Community Service. Current up-to-date resuscitation courses APLS (or PALS), ACLS, ATLS required. BASIC (ICU) course will be an added advantage. Training opportunities are inter alia available in the Intensive Care unit.

**DUTIES**

: Delivery of clinical services to critically ill patients. Participate in a multidisciplinary approach to the management of critically ill patients, under the supervision of the

ICU consultants. Evaluation and examination of referrals to the ICU in consultation with the ICU consultants. Performance of practical procedures relevant to the care of the critically ill patient. Participation in departmental meetings, journal clubs, Mortality and Morbidity meetings, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the ICU. Participate in clinical research conducted in the ICU. After hours (night and weekend) duties to provide continuous uninterrupted care of the critically ill patient.

**ENQUIRIES  
APPLICATIONS**

: Prof Mathivha Tel No: 011 933 0270  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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**

: 14 April 2023

**POST 11/121**

: **MEDICAL REGISTRAR REF NO: REFS/016534 (X1 POST)**  
Directorate: Neurology

**SALARY  
CENTRE  
REQUIREMENTS**

: Grade 1: R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate medical qualification that allows registration with the HPCSA. HPCSA registration as an independent medical practitioner. Must have FCN Part 1. Post community service Medical Officer work Experience in Internal Medicine or Neurology will be an added advantage.

**DUTIES**

: As a Registrar in Neurology, the candidate will rotate on a six-monthly basis between the Neurology Units of all three academic teaching hospitals, CHBAH, CMJAH and HJH. Duties will include the full complement of rendering Neurology inpatient and outpatient services, neurophysiology services including EEG, EMG, NCS and others. Attendance and service at all departmental commitments is

required daily including after hours. The candidate will be responsible for the clinical management of neurology patients within any of the WITS affiliated training hospitals. Registrars will liaise with their consultants on a daily basis regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Registrar duties include the participation in all academic and teaching activities of the department and encompass the completion of a Mmed degree during the set time of appointment. Desired candidates will be required to set an appropriate example of an outstanding medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.

- ENQUIRIES** : Dr N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023
- POST 11/122** : **MEDICAL REGISTRAR REF NO: REFS/016535 (X3 POSTS)**  
Directorate: Obstetrics and Gynaecology
- SALARY CENTRE** : R858 528 per annum, (all-inclusive package)  
Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. Having Part 1a and Part 1b will be advantageous.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of

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

**ENQUIRIES**  
**APPLICATIONS**

: Prof Y. Adam Tel No: (011) 933 8156  
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice. For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023

**POST 11/123** : **MEDICAL OFFICER REF NO: REFS/016536 (X1 POST)**  
Directorate: Radiology

**SALARY** : R858 528 per annum, (all-inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. Diploma/Part 1 in relevant department will be an added advantage. Training opportunities are inter alia available in Radiology Department.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Medical Officers will be rotated through related departments in the hospitals.

**ENQUIRIES** : Prof. Mngomezulu Tel No: (011) 933 8393/ 0193

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

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023
- POST 11/124** : **MEDICAL REGISTRAR REF NO: REFS/016540 (X7 POSTS)**  
Directorate: Radiology
- SALARY CENTRE** : R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. Must have Diploma/Part 1 in relevant department. Must have 6-12 months experience as Medical Officer in relevant department. Training opportunities are inter alia available in Radiology Department.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Registrar will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES APPLICATIONS** : Prof. Mngomezulu Tel No: (011) 933 8393/ 0193  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant



documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023
- POST 11/125** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016541 (X6 POSTS)**  
Directorate: Internal Medicine
- SALARY** : R858 528 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient in Internal Medicine. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance at relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team managing patients. Performance of diagnostic and interventional procedures necessary for the diagnosis and management of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime and rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are

not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023
- POST 11/126** : **MEDICAL REGISTRAR REF NO: REFS/016542 (X14 POSTS)**  
Directorate: Internal Medicine
- SALARY CENTRE** : R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA with Independent Practice. Preference will be given to candidates with FCP Part 1, ACLS, AMLS and Diploma in HIV Management and who have post community service medical officer work experience in Internal Medicine.
- DUTIES** : As a Medical Registrar in Internal Medicine, the candidate will be expected to rotate through General Internal Medicine and Medical subspecialties. In General Internal medicine, the candidate will be responsible for the clinical management of general medical patients in both the inpatients and outpatients areas. They will supervise medical officers and interns and liaise with their consultants on a daily basis regarding patient management. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training. They will be expected to provide consultation and care of Internal Medicine patients in other departments within the hospital (e.g. Surgery, Obstetrics etc.). Registrars will be required to rotate through the Wits Internal Medicine Department Hospitals (CHBAH/CMJAH/HJH/TSHEPONG/SEBOKENG) the desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
- ENQUIRIES APPLICATIONS** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at

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

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](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**

: 14 April 2023

**POST 11/127**

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/016544 (X3 POSTS)**

Directorate: Obstetrics and Gynaecology

**SALARY CENTRE**

: R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. No experience required.

**DUTIES**

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES**

: Prof Y.Adam Tel No: (011) 933 8156

**APPLICATIONS**

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 14 April 2023

**POST 11/128**

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/016545 (X11 POSTS)**  
Directorate: Anaesthetics

**SALARY CENTRE**

: R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as a medical practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. No experience.

**DUTIES**

: The incumbent will be responsible for delivering Anaesthetic services to patients presenting for various surgical procedures. There will also be a need to supervise and teach medical interns and undergraduate medical students. Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to Anaesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour

		(night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<b><u>ENQUIRIES</u></b>	:	Dr P Mogane Tel No: 011 933 9989
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za. 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 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.
<b><u>CLOSING DATE</u></b>	:	14 April 2023
<b><u>POST 11/129</u></b>	:	<b><u>MEDICAL REGISTRAR REF NO: REFS/016546 (X14 POSTS)</u></b> Directorate: Anaesthetics
<b><u>SALARY</u></b>	:	R858 528 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa (Mother and Child) and Helen Joseph Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. Must have Diploma/Part 1 in relevant department. Must have 6-12 months experience as Medical Officer in relevant department. Training opportunities are inter alia available in Anesthetics Department.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for delivering Anaesthetic services to patients presenting for various surgical procedures. There will also be a need to supervise and teach medical interns and undergraduate medical students. Attendance of

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

**ENQUIRIES**  
**APPLICATIONS**

: Dr P Mogane Tel No: 011 933 9989  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department Of Anaesthesia – based Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospital.

**CLOSING DATE**

: 14 April 2023

**POST 11/130**

: **MEDICAL REGISTRAR REF NO: REFS/016547 (X11 POSTS)**  
Directorate: Orthopaedic Surgery

**SALARY**

: R858 528 per annum, (all-inclusive package)

- CENTRE** : Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital and Rahima Moosa (Mother and Child) and Helen Joseph Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner. Must have completed Primaries and Intermediate CMSA exams. Orthopaedics surgery work experience will be an advantage. Candidate with 6-12 Months experience as Medical Officer in relevant department experience will be an advantage.
- DUTIES** : The incumbent will be responsible for Fulfilment of all assigned clinical service and academic related duties as per Gauteng Department of Health and the University of Witwatersrand prescripts. A four-year contract will be signed with the relevant hospital authority, which will run concurrently with the university (MMed Orthopaedic Surgery) and HPCSA annual registrations in an accredited training post as a full-time postgraduate student. All trainees are expected to rotate through all the three Wits University affiliated central and satellite hospitals. Participation in identified outreach programmes and commuted overtime as well as adherence to regular performance and development management processes will be mandatory. An orthopaedic surgery specialist qualification will be conferred upon completion and submission of the university MMed dissertation and passing the CMSA-run HPCSA Board exit examination.
- ENQUIRIES** : Prof Ramokgopa and Ms K Mofokeng Tel No: (011) 933 8914
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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.  
14 April 2023

**CLOSING DATE**

:

**POST 11/131**

:

**MEDICAL OFFICER GRADE 1 REF NO: REFS/016548 (X11 POSTS)**

Directorate: Orthopaedic Surgery

**SALARY CENTRE**

:

:

R858 528 per annum, (all-inclusive package)

Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child (Mother and Child) and Helen Joseph Hospital

**REQUIREMENTS**

:

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. No experience required.

**DUTIES**

:

Fulfilment of all assigned clinical service and academic related duties as expected or as directed by the Clinical Head of Department or proxies. The Medical Officers shall work in support of the Registrars and Interns and participate in commuted overtime. Participation in identified outreach programmes and adherence to regular performance and development management processes will be mandatory. Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES APPLICATIONS**

:

:

Prof Ramokgopa Tel No: (011) 933 8914

Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke, Rahima Moosa and Helen Joseph 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 or Rahima Moosa Hospital and Charlotte Maxeke Hospitals respectively in order of choice .For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

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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** : 14 April 2023
- POST 11/132** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016578 (X5 POSTS)**  
Directorate: Ophthalmology
- SALARY** : R858 528 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Practitioner Registration with the HPCSA as Medical Practitioner and current registration an independent medical practitioner and must be post Community Service. Current HPCSA registration for April 2023/March 2024 Card. No experience is required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Provide effective patient care. Teaching of undergraduate students. Participate in departmental academic activities. Administrative duties such as capturing data on RedCap. Commuted overtime is compulsory.
- ENQUIRIES** : Dr Hassan Tel No: (011) 933 8775  
**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. Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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**

: 14 April 2023

**POST 11/133**

: **MEDICAL REGISTRAR REF.NO: REFS/016577 (X5 POSTS)**

Directorate: Ophthalmology

**SALARY**

R858 528 per annum, (all-inclusive package)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Current HPCSA for April 2023/ March 2024. Passing of the College of Medicine Ophthalmology Part 1a and 1b Exam will be advantageous. Must be a South African citizen or permanent resident.

**DUTIES**

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

**ENQUIRIES**

: Dr Hassan Tel No: (011) 933 8775

**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. Please use the reference as subject. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant

documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, 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** : 14 April 2023
- POST 11/134** : **MEDICAL OFFICER REF NO: REFS/016583**  
Directorate Radiation Oncology  
(One (1) Year Contract)
- SALARY** : R858 528 per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. No experience required with the HPCSA as a Medical Practitioner.
- DUTIES** : Consulting with and managing allocated patients in a safe, cost effective, evidence based, compassionate manner while ensuring proper record keeping. After hour calls is part of the post, and the successful candidate will be expected to see emergency patients referred to radiation oncology after hours, manage patients in the radiation oncology ward, and plan and oversee after-hours emergent radiation oncology patient. Communicate effectively with patients, senior medical staff, doctors from other disciplines, nurses, radiotherapists, and all stakeholders in cancer treatment. To assist the head of department with research being conducted in the department and administrative functions. Professionalism and punctuality are expected, as well as the ability to work co-operatively in a team.
- ENQUIRIES** : Dr. D Ramiah Tel No: 011 481 2137
- APPLICATIONS** : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit

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

**CLOSING DATE**

: 11 April 2023

**POST 11/135**

: **OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: SUB-G0023 (X2 POSTS)**

Directorate: Nursing

(Re-Advertisement-applicants who previously applied for the post are encouraged to re-apply).

**SALARY CENTRE REQUIREMENTS**

: R588 378 per annum, (plus benefits)

: Vlakfontein Clinic, Eikenhof Clinic

: 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. 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  
: 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 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. Johannesburg Health District does not have budget for resettlement and S&T claims.

**CLOSING DATE**

: 11 April 2023

**POST 11/136**

: **OPERATIONAL MANAGER SPECIALTY (ADVANCED MIDWIFERY)**  
Directorate: Nursing  
(Re-advertisement)

**SALARY  
CENTRE  
REQUIREMENTS**

: R571 242 per annum  
: Far East Rand Hospital  
: Basic nursing qualification with SANC registered which is a diploma/ degree and basic midwifery Post basic qualification Advanced midwifery and Neonatal nursing science qualification with a duration of at least 1 year. Minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC registration. At least 5 years of the period referred to above must be appropriate experience after obtaining the one year post basic qualifications in the relevant specialty (Advanced midwifery and Neonatal nursing science). Diploma or degree in nursing administration will be added advantage.

**DUTIES**

: Incumbent will be responsible for supervision and management of Labour ward department in the hospital. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well set rules and standards of nursing in his/her area. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other health team members. Will be part of the hospital management team.

**ENQUIRIES  
APPLICATIONS**

: Ms. TE Mathibe Tel No: 011 812 8317  
: Applications should be Submitted at HR Department, Far East Rand Hospital,  
Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State  
Area, Springs.

**NOTE**

: Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed

unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 12 April 2023
- POST 11/137** : **ASSISTANT DIRECTOR: MEDICAL ORTHOTIST AND PROSTHETIST REF NO: REFS/016460 (X1 POST)**  
Directorate: Clinical Support  
(Re-advert)
- SALARY** : R540 840 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Degree/National Diploma in Medical Orthotics and Prosthetics. Current registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' experience after registration with the HPCSA of which 3 years must be appropriate managerial. Leadership and managerial skills. Sound knowledge of human resource management, training and development, labour relations, occupational health and safety and quality assurance.
- DUTIES** : Overall management of all aspects of human and financial resources of the Orthotics and Prosthetics Department. Rendering of clinical services according to specified standards, protocols and ethical guidelines. Participate in all clinical audits and quality improvement programs. Participate in all relevant internal and external meetings and forums. Deal with all complaints and enquiries. Organize outreach programs to regional hospitals.
- ENQUIRIES** : Ms. K Monageng Tel No: (012) 529 3257  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants who applied previously are encouraged to apply again. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV . Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 11 April 2023, Closing time will be 12h00 on the closing date
- POST 11/138** : **ASSISTANT DIRECTOR SPEECH THERAPY AND AUDIOLOGY REF NO: REFS/016584**  
Directorate: Speech Therapy and Audiology
- SALARY** : R540 840 per annum, (all-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA in Speech Therapy and Audiology. Registration with HPCSA in Speech Therapy and Audiology. A

minimum of 3 years' appropriate experience after registration with the HPCSA in Speech Therapy and Audiology. The following will be an added advantage: Understanding of the relevant Acts prescripts and legislation. Relevant experience in Human Resources and financial management. Demonstrate the ability to use Health information for planning and development in line with the vision and mission of the department of health as well as the institution. The applicant must possess the ability to work under pressure, be able to lead a team to collaborate with other hospitals when needed to do so. Relevant experience in research and data analysis, a minimum of 10 years in a chief post working in an academic institution, 5 years of which should be as chief managing either the speech therapy unit (adult or paediatrics) and/or the audiology unit (adult or paediatric).

**DUTIES**

: To ensure the Provision and an Efficient and Effective Service to the patient in order to achieve better health outcomes. To support the provincial initiative and projects as and when called to do so. To organize, coordinate and supervise the provision of general and specialized speech therapy and audiological service. To service and carry out/monitor student's clinical training according to the vision and mission statement of the Department of Health. To solve complex management and technical problems skillfully in the interest of efficient service provision. To authorize and control all projects relating to the improvement of service delivery in his/her area of operation especially the issuance of appropriate assistive devices to our clients for improved quality of life. To promote harmonious teamwork among various categories of staff within the unit/department as well as the institution. To ensure good ethical practice for staff, patient and the community at large. Human Resources Management: To ensure the service provision and human resources training are in keeping with National, Provincial and Institutional policies. To ensure that students training complies with required competencies and outcomes. To promote and facilitate staff development programmes for capacity building and career-paths. To promote counselling and guidance when required and to adhere to a code of patient confidentiality. To ensure that the right calibre of personnel is recruited and that appointments conform to Employment Equity requirements, and put in place mechanisms to recruit and retain staff'. Financial Management: To ensure the practice of good quality financial management using the Public Financial Management Act (1999) to maximize service delivery through the efficient use of limited resources. To provide inputs in the decision-making and recommendations about procurement of equipment and consumables. To monitor expenditure and implement innovative methods using available financial and human resources to meet the goal. To be responsible for the safekeeping and use of state/institutional assets in the department. Operations and Strategic Management: To apply leadership and strategic management skills when planning, coordinating and implementing protocols/guidelines/standard operating procedures to streamline speech therapy and audiological services in accordance to prescribed referral patterns. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. To take calculated risks in a manner that does not jeopardize the direct interest of stakeholders. To anticipate and respond to changes in the business environment and make informed decisions under conditions of uncertainty. Be eager to participate and make inputs at institutional and provincial management meetings.

**ENQUIRIES**  
**APPLICATIONS**

: Dr. O.I Obogu Tel No: 011 488 3225  
: Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.

**NOTE**

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

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

- CLOSING DATE** : 11 April 2023
- POST 11/139** : **CLINICAL PROGRAM COORDINATOR MATERNAL AND WOMEN'S HEALTH**  
**REF NO: TDHS/A/2023/28 (X1 POST)**  
Directorate: Health programmes
- SALARY** : R464 466 – R522 756 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). A minimum of 7 years appropriate/recognizable experience in Nursing post registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience as a clinician providing Maternal Health services in a Primary Health Care setting. A qualification in Advanced midwifery is an added advantage. Other Skills/Requirements: Good verbal and written communication skills. Computer literacy. Valid Driver's License.
- DUTIES** : Coordinate and facilitate planning for Maternal and Women's Health programme activities in the District. Supervision and support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Participate in the planning and implementation of the programme according to the prescribed Policies, Guidelines, and Protocols. Conduct data analysis and compile quality improvement plans for underperformance on programme related indicators. Support health care facilities in all aspects of service delivery and policy implementation related to the programme. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements. Ensure availability and monitor implementation of policies and guidelines relating to the programme. Facilitate and coordinate implementation of surveillance systems e.g., Perinatal Problem Identification Program (PPIP) for analysis of perinatal mortality within the District.
- ENQUIRIES** : Ms RT Makau Tel No: 012 451 9006  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational



Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 12 April 2023
- POST 11/140** : **ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: JUB 14/2023**  
Directorate: Therapeutics & Medical Support Services  
Re: Advert
- SALARY** : R413 781 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma/Degree/B-Tech in Ultrasound Qualification. Registration with HPCSA as an independent Ultrasound Radiographer. Experience in performing Obstetrics, abdominal ultrasound, general and all other ultrasound examinations required. Be able to work independently as part of multidisciplinary team. Ability to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound report writing. Administrative and computer literacy skills are essential. Good communication skills, interpersonal relations, and problem-solving skills. Ability to perform Cardiac sonar will be an added advantage.
- DUTIES** : Preparing patients and performing ultrasound examinations that yield high quality diagnostic information. Effective use of ultrasound machine to view and interpret images to diagnose various medical conditions. Co-ordinate and organise daily workload with the use of the booking system while considering emergency ultrasound examinations.
- ENQUIRIES** : Ms MG Moropotli Tel No: 012 717 9308  
**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** : 14 April 2023 Time: 15:00
- POST 11/141** : **OCCUPATIONAL THERAPIST PRODUCTION REF NO: REFS/016585**  
Directorate: Occupational Therapy
- SALARY** : R332 427 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the HPCSA as an Independent Practice Occupational Therapist. No experience required with the HPCSA as Occupational Therapist. The following will be an added advantage: One (1) year community service completed. Experience in vocational rehabilitation.
- DUTIES** : To provide optimal and evidence based Vocational assessment and rehabilitation for patients. Occupational Therapy assessment and treatment of in-and-out patients for individuals and groups. Competent in administering a wide range of vocational standardized assessments. Intensive communication liaising with employers, employees and advocating for patients' rights and needs within the workplace. PILIR committee duties and responsibilities including assessment and treatment of hospital staff. To perform and complete administrative functions including data compilation, stock management, various internal and external

meetings, submission of monthly reports and statistics. Participate in the mentorship and training of community service therapists and students. Participate in the departmental policy on training and continuous professional development. Ensure departmental standards are met and effective patient service deliver, in line with National Standards. Knowledge of current health and public service legislation, regulations and policies. Sound knowledge of clinical theory practice and ethics relating to the delivery of Occupational Therapist services within a hospital setting especially within the vocational sector. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. V. Yip Tel No: 011 488 4458  
: Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject.

**NOTE**

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

**CLOSING DATE**

: 11 April 2023

**POST 11/142**

: **SOCIAL WORKER REF NO: WKH/05/03/2023**  
Directorate: Social Worker

**SALARY**

: R269 301 per annum, plus benefits, (Salary will be in line with OSD regulations with regards to years of experience after registration)

**CENTRE**  
**REQUIREMENTS**

: Weskoppies Hospital  
: National Senior Certificate plus a recognized bachelor's degree in social work. Registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Interest in the field of mental health. Knowledge of appropriate policies and legislation. Good communication skills, decision making skills, problem-solving and basic computer literacy.

**DUTIES**

: Provide Social Work services to Mental Health care Users and their families. Psychosocial Assessment/ screening of Mental Health Care Users and their families with regards to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work. Function as a

member of the multi professional team. Assist with court referrals. Assist with student training. Engage in continuous professional development and in service training. Compile reports and comprehensive record keeping. Perform administrative tasks of the department.

**ENQUIRIES  
APPLICATIONS**

: Ms. G Makgatho Tel No: (012) 319 9761  
: Should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.

**NOTE**

: Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications 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. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 14 April 2023

**POST 11/143**

: **LABOUR RELATIONS OFFICER REF NO: LR2023/03/07**  
Directorate: Human Resources Department

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum, (all-inclusive package)  
: JHB Health District  
: Grade 12 /National Senior Certificate, three-year National Diploma (NQF 6) / Degree (NQF 7) in Human Resources Management / Labour Law / Labour Relations as recognized by SAQA with at least 3-5 years' experience in Labour Relations. The reporting and control requirements associated with this post requires an in depth understanding of the application of employment related legislation and various policies and procedures regulating employment conditions, workplace conflict and resolution. Report Writing skills; A valid driver's license; Good interpersonal and communication skills; Be able to work independently; Computer literate (Ms Word/Excel); Good negotiating skills; Conflict Handling skills; Labour Relations Legislative Interpreting skills; Project Management skills; Group Facilitation Skills.

**DUTIES**

: Facilitate the prompt finalization of misconduct and grievance cases within stipulated framework as per Disciplinary Code and Procedure in the Public Service. Ensure and monitor the implementation of the outcome of grievances and hearings. Assist with the coordination and/ or hosting of the functioning of the Local Labour Forum; facilitate formal engagement between Labour and employer for purposes of consultation and negotiation; Give advice to Management, staff and unions on Labour related matters and evaluate policies and procedures in line with labour legislations; Build and maintain constructive relationships with unions, management and staff; Ensure compliance with relevant collective agreement; Monitor and give advice with the handling of disciplinary hearings/incapacity hearings; Conduct preliminary investigations to establish the need for formal disciplinary procedures to be proceeded with; Coordinate and facilitate Labour

Relations Training; Implement and maintain strike contingency plans; Keep record of daily Labour Relations related activities, update records and files to maintain a database of labour matters. Represent the Department at arbitrations and conciliations.

**ENQUIRIES  
APPLICATIONS**

: Mrs.T.N Malusi Tel No: 0116943906/3814  
: Applications must be submitted only through this email: DistrictJobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email. Johannesburg Health District does not have budget for resettlement and S&T claims.

**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. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (only when shortlisted). 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.

**CLOSING DATE**

: 14 April 2023

**POST 11/144**

: **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: HRM:4/23**  
Directorate: Nursing Services

**SALARY**

: R268 584 – R311 361 per annum, plus benefits Dependent on the years of experience according to OSD

**CENTRE  
REQUIREMENTS**

: Sterkfontein Psychiatric Hospital  
: Grade 12, Basic R425/ R880 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse in general Nursing. Must have a basic qualification in Psychiatric Nursing Science. Knowledge of Mental Health Care Act, Criminal procedure Act and Child Justice Act. Computer literacy and Driver's license will be an added advantage. Presentation and Leadership skills, Problem Solving, Stress Tolerance and Self-confidence. Innovative, creative, emotional intelligence and project management skills.

**DUTIES**

: Provision of optimal, holistic, nursing care with set standard and within a profession/legal framework. Provision of treatment and care to Patients within Psychiatric unit, in a cost effective, efficient and equitable manner. Implement psychiatric groups in the unit. Will be a shift leader that is responsible for planning, organizing, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Manage Human Resource when leading the shift. Promoting professionalism and leading by example at all times. Apply effective communication with patients, supervisors and other clinicians including report-writing when required. Understanding and implementation of nursing legislation including nursing strategy and ethical nursing practices and ensure implementation of IP&C standards. Knowledge of Batho-Pele principles, relevant legislations, regulation, policies, patient's Right Charter and ideal hospital framework. Do presentations, manage problems and patient's safety incidents in the unit. Implement the National Nursing Strategy. Expected to serve in hospital committees to achieve hospital goals and act in the capacity of Operational Manager when delegated to do so.

**ENQUIRIES  
APPLICATIONS**

: Ms. M. Sono Tel No: (011) 951 8202  
: Applications must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two references. Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road,

Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P.O Box 2010, Krugersdorp, 1740

**NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

**CLOSING DATE** : 12 April 2023 Time: 12h00

**POST 11/145** : **OCCUPATIONAL THERAPY TECHNICIAN REF NO: TDHS/A/2023/29**  
Directorate: Therapeutic Services (Rehab)

**SALARY** : Grade 1: R220 137 per annum  
Grade 2: R259 308 per annum

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : **Grade 1:** Appropriate Diploma in Occupational Therapy assistant, upgraded to Occupational Therapy Technician, Current registration with HPCSA, **Grade 2:** Minimum of 5 years' experience working as an Occupational Therapy Technician after registering with HPCSA. Valid code 8/10 driver's license. Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

**DUTIES** : Rendering Occupational Therapy Technician services in the district under the supervision of an Occupational Therapist that complies with norms and standards as indicated by the Health Department. Provide community Occupational therapy technician services with the focus on health promotion, prevention, and intervention. Issuing of wheelchairs. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. The candidate must have better understanding of quality assurance audit tools, national rehabilitation policy and National Core Standards. Complete stats and annual and monthly reports. Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders.

**ENQUIRIES** : Mr Lawrence Shirimane Tel No: 012 451 9026 / 071 673 6793

**APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE** : 12 April 2023

**POST 11/146** : **HEALTH PROMOTER REF NO: TDHS/A/2023/30 (X3 POSTS)**  
 Directorate: Health Promotion

**SALARY** : R151 884 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12. Community work experience will be an added advantage. The candidate should be an excellent communicator and public speaker. Should be able to speak the local languages and understand the cultural practices within communities e.g., Laudium, Soshanguve and Olievenhoutbosch drivers Licence. Other Skills: Project management, Personal skills, communication skills

**DUTIES** : Compile a community profile of the catchment population of the facility. Implement provincial, district and sub-district health promotion strategies/campaigns at facility level in ways suited to local conditions and including awareness campaigns. Health Promoters will be implementing Health Promotion interventions at health facilities, where they are based, on full working days on Mondays and Tuesdays. The exception will be, in the event of a campaign or project. Health Promoters will submit weekly plans to the facility manager and the Chief Community Liaison Officer, at the start of each week. Participate in National, Provincial and District projects and campaigns outside of the facility, from time to time as required by the Department. Implement health promotion activities for programme specific campaigns in accordance with the health calendar and in accordance to the identified health needs Provide health education sessions to individuals and groups on healthy lifestyles components at Clinic's, Schools and in the Neighborhoods. Manage and use audio and visuals aids and IEC materials for health education. Provide IEC material to clients. Do practical demonstrations when conducting health education. Keep records on e.g. health education registers, attendance registers, agendas, minutes, etc. Conduct community dialogues on healthy lifestyles components. Establish Health Promoting Schools. Implement Integrated Management of Childhood Illness, community component (IMCI cc) activities to child minders and Traditional healers. Educate, monitor and support child minders on child safety and implement Healthy Environments for Children's Alliance (HECA). Establish Health Promoting Schools Establish alliance with NGO's, CBO's, FBO's, forums etc. Participate as a member of the Sub –district Outbreak Response Teams (SORT). Mobilize communities through Blitz awareness campaign strategies Form part of Ward based Outreach Teams and provide technical support. Conduct radio talks on community radio stations on healthy lifestyles components. Use community radio for mass mobilization and awareness on disease outbreaks with use/aid of an approved script.

**ENQUIRIES** : Mmathapelo Mokwena Tel No: 012 451 9169  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE** : 12 April 2023

**POST 11/147** : **PROPERTY CARETAKER REF NO: JUB 15/2023 (X1 POST)**  
 Directorate: Admin and Support

**SALARY** : R107 196 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 10-12 or Abet Level 1-4, 12 or equivalent qualification. special requirements (skills needed). Problem solving, customer service and verbal communication.

Have a proven knowledge of repairing /servicing gardening equipment e.g., lawn mowers, brush cutters etc. Knowledge of few repetitive tasks such as equipment's, gardening. Health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary and machines, organising and literacy. Tractor operating licence will be added advantage and must be physically demanding nature.

**DUTIES**

: Plant trees, flowers, shrubs, grass, and other plants in the garden. prepare soil for the planting of plants. Maintain flower and other beds by fertilising, irrigating, weeding, and pruning where necessary. Mow lawns and do the cutting of grass edges. Load and unload a variety of articles on the grounds on/off trucks. irrigate lawns. Remove refuse from the terrain, load on truck and dump it. Keep other structures clean and tidy. (e.g., Site wards facilities, parking areas, residence areas, ditches, and gutters). Assist with preparations of grounds for functions. Check the service ability of machinery and equipment after use. Report any defaults on the terrain to foreman grounds man. service and repair gardening equipment's such lawn mowers and brush cutters.

**ENQUIRIES**

: Mr K Koenaite Tel No: 012 717 9518

**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**

: 14 April 2023 Time: 15:00

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.*

**OTHER POSTS**

<b><u>POST 11/148</u></b>	:	<b><u>SENIOR PROJECT MANAGER REF NO: SSC22/2023 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R908 502 per annum (Level 12), all-inclusive salary MMS package
<b><u>CENTRE</u></b>	:	Cedara – Head Office
<b><u>REQUIREMENTS</u></b>	:	An Agricultural related / Quantity Surveying / Engineering Bachelor's Degree at NQF level 7 plus a SAQA recognized qualification in Project Management and a valid code EB driver's license. Experience: 3 – 5 years junior management experience in a project management environment. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms & Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, PSA, PSR, PFMA, LRA, EPMDs, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN communities, Service Delivery Frameworks, Treasury Regulations. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning, organizational skills, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and able to work under pressure with minimum supervision leadership, project management, people management, relationship management and decision making.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate planning of all agricultural projects including approval process. Monitor, evaluate and report on the implementation of agricultural projects. Ensure the provision and coordination of administration and other related services pertaining to projects. Develop and ensure implementation of policies and strategies related to agricultural projects. Manage resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr ME Ngcobo at 082 461 8728
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
<b><u>NOTE</u></b>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<b><u>CLOSING DATE</u></b>	:	11 April 2023
<b><u>POST 11/149</u></b>	:	<b><u>DEPUTY DIRECTOR: VETERINARY SUPPORT SERVICES REF NO: SSC23/2023</u></b>
<b><u>SALARY</u></b>	:	R908 502 per annum (Level 12), all-inclusive salary MMS package



<b><u>CENTRE REQUIREMENTS</u></b>	: Allerton Veterinary Laboratory - Pietermaritzburg : An NQF 8 Bachelor of Veterinary Medicine and Surgery (BVMCh) / A Bachelor in Veterinary Science plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid driver's license. Experience: 3 – 5 years' veterinary and management experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Community Development, public participation, community outreach, project management principles, millennium development goals, social dynamics of KZN communities, NYDA Act, Youth Development Policy, National and Provincial Practice Notes, SCM Practices and Procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act, Skills Development Act, Higher Education and Training Act, Further Education and Training Act, HRD Strategy of South Africa, National Skills Development Strategy, National Development Act, National Skills Accord, Your Employment Accord, Basic Education Accord, National Development Plan, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Minimum Physical Security Standards, OHS Act, Intergovernmental matters, Ministerial Handbook, Protocol Manual of South Africa and Promotion of Equality and Prevention of Unfair Discrimination Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management be self-disciplined and able to work under pressure, leadership, project management, people management, relationship management and decision making.
<b><u>DUTIES</u></b>	: Manage and coordinate the functioning of the veterinary laboratories. Ensure compliance of laboratories with ISO 17025 standard and OIE requirements. Manage the rendition of advisory services to state veterinarians, animal health technicians, private veterinarians and farmers. Ensure efficient and effective revenue collection by laboratories. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr. SL Chisi at 079 506 2077 : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
<b><u>NOTE</u></b>	: Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<b><u>CLOSING DATE</u></b>	: 11 April 2023
<b><u>POST 11/150</u></b>	<b><u>LOCAL AGRICULTURAL MANAGER (X2 POSTS)</u></b>
<b><u>SALARY CENTRES REQUIREMENTS</u></b>	: R766 584 per annum (Level 11), all-inclusive salary MMS package : (Ref No. SSC24/2023) – Umbumbulu Local Municipality – Ethekewini District : (Ref No. NSC13/2023) – Mbonambi Local Municipality - King Cetshwayo District : A 4 year B.Sc degree in Agriculture or a 3 year Bachelor's degree in Agriculture plus an Honours degree in Agriculture or a National Diploma in Agriculture plus a B.Tech degree in Agriculture, compulsory registration with SACNASP as a Natural Scientist or Professional Scientist and a valid driver's license. Experience: 8 – 10

years' experience in an Agricultural Environment. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulation, PFMA, Labour Relations Act, EPMDS, community development, public participation, community outreach, project management principles, social dynamics of KZN communities, service delivery frameworks, Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, management, social facilitation and conflict management.

**DUTIES** : Manage the provision of Agricultural Extension and Advisory Services. Manage the implementation of local agricultural projects. Implement agricultural specific intervention. Promote partnerships and cooperation with relevant role players. Develop policies and strategies aimed at improving service delivery. Manage resources of the local municipality.

**ENQUIRIES** : Mr LL Jongisa Tel No: 033 – 355 9299  
**APPLICATIONS** : All applications for Ref No: SSC24/2023 must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005 Hilton, 3245.

All applications for Ref No: NSC13/2023 must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900

**NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.

**CLOSING DATE** : 11 April 2023

**POST 11/151** : **PRINCIPAL REF NO: NSC14/2023**

**SALARY** : R766 584 per annum (Level 11), all-inclusive salary MMS package  
**CENTRES** : Owen Sitole College of Agriculture  
**REQUIREMENTS** : A B.Sc in Agriculture /Bachelor of Agriculture plus an Honours degree in Agriculture (NQF 8) and a valid driver's license. Experience: 3 years' experience in an academic institution environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDS, BCEA, project management principles, Higher Education Act, Continuing Education and Training Act and accreditation bodies. Skills: Formal training and presentation, language, listening, interpersonal relations, computer, organisational development, leadership, time management, report writing, problem solving, communication, conflict management, change management, project management, relationship management, decision making, facilitation, negotiation, policy analysis and financial management.

- DUTIES** : Manage the provision of structured agricultural education. Provide student support administration and infrastructure improvement. Manage the provision of training resources and library services. Develop policies and strategies. Manage resources of the sub-directorate.
- ENQUIRIES APPLICATIONS** : Dr. FNP Qwabe Tel No: 033 – 355 9113  
: All applications must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 11 April 2023
- POST 11/152** : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT SERVICES (X3 POSTS)**
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive salary MMS package)  
: (Ref No: SSC25/2023) – Harry Gwala District (Ixopo) and Ilembe District (KwaDukuza)  
: (Ref No: NSC15/2023) – Amajuba District (Newcastle)
- REQUIREMENTS** : A National Diploma plus a B.Tech Degree or a Bachelor's Degree in Public Management/Administration/Human Resource Management/ (NQF 7) and a valid driver's license. Experience: 3 – 5 years' supervisory experience in an administration environment. Knowledge: Sound knowledge of RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDs, LRA, OHS Act, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Batho Pele Principles, Government Immovable Assets Management Act, State Housing Policy, Fleet Management policies, Subsidised Vehicle policies, BCEA, Movable Asset Management Framework, Asset Management policies for general and biological assets, Financial Systems HARDCAT/BAS, Archives Act, Compensation of Injuries and Death Act. Skills: Financial management, people management, problem solving, time management, decision making, planning, organising, leadership, project planning, conflict management, communication (verbal and written), interpersonal relations, good organising abilities, policy analysis and development, motivational skills, computer skills, report writing and influencing skills.
- DUTIES** : Ensure the provision of effective and efficient Supply Chain Management Services in accordance with SCM legislative and policy framework. Manage the provision of financial services in accordance with prescripts. Manage office administration support services. Manage the provision of human resource services. Manage the resources of the division.
- ENQUIRIES** : Ms DDS Zulu Tel No: 039 – 8347600 (Harry Gwala)  
: Mr NF Gumede Tel No: 032 – 437 7508 (Ilembe)  
: Ms N Ndlovu Tel No: 034 – 3153936 (Amajuba)
- APPLICATIONS** : All applications for Ref No: SSC25/2023 must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.  
: All applications for Ref No: NSC15/2023 must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to Lot no. 11634,

<b><u>NOTE</u></b>	:	<p>Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900</p> <p>Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.</p>
<b><u>CLOSING DATE</u></b>	:	11 April 2023
<b><u>POST 11/153</u></b>	:	<b><u>DEPUTY DIRECTOR: SKILLS DEVELOPMENT – HUMAN RESOURCE DEVELOPMENT REF NO: SSC26/2023</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary MMS package
<b><u>CENTRE</u></b>	:	Cedara – Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Human Resource Management/Public Administration/Public Management and a valid driver's licence. Experience: 3 years' relevant junior management experience in Human Resource Management/Human Resource Development. Knowledge: PFMA, Public Service Act, Public Service Regulations, Policies and Procedures and Systems pertaining to HRD field, National Public Services HRD Strategy, National Skills Development Strategy, National Integrated HRD Plan and HR Connect. Skills: People management, problem solving, time management, decision making, planning, organising, leadership, project management, project planning, conflict management, communication (verbal and written), interpersonal skills, innovation, analytical, good interpersonal relations, policy analysis and development, management and administration, research, facilitation, motivational, influencing, computer, report writing and presentation.
<b><u>DUTIES</u></b>	:	Manage Skills Planning Services. Manage skills development programmes. Monitor, evaluate and report on skills planning and development. Develop strategies, policies and procedures. Manage the resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Dr. CB Sibiyi Tel No: 033 - 9249
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
<b><u>NOTE</u></b>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<b><u>CLOSING DATE</u></b>	:	11 April 2023

<b><u>POST 11/154</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SSC27/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R495 354 per annum, (OSD) Cedara – Head Office An LLB Degree or equivalent qualification and also be admitted as an Advocate/Attorney with a valid driver's license. Experience: At least 8 years' appropriate post qualification legal experience. Knowledge: Sound knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act Constitutional and Administrative Law, Contract Law and Interpretation of statutes and other relevant public sector legislation would be strongly recommended. Skills: Computer Literacy, Exceptional writing and communication skills, problem solving and analytical skills Well developed research and legal drafting skills.
<b><u>DUTIES</u></b>	:	Render legal advice and support on a multitude of legal matters relevant to the Department including the drafting of legal opinions and guidelines or any other policies to facilitate the implementation of relevant legislation, drafting, editing and interpretation of contracts, assist in litigious matters by and against the Department. Assist to formulate, draft and edit provincial legislation. Comply with legal obligations arising out of PAIA and PAJA. Assist with disciplinary enquiries and arbitration hearings. Supervise and mentor junior staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Seegobin Tel No: 033 – 355 9118 All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
<b><u>NOTE</u></b>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<b><u>CLOSING DATE</u></b>	:	11 April 2023
<b><u>POST 11/155</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SALARYADMINISTRATION REF NO: SSC28/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum (Level 09) South Service Centre - Hilton A National Diploma in Human Resource management (NQF 6) and a valid driver's licence. Experience: 3 years' supervisory experience in human resource administration. Knowledge: Public Service Act, Public Service Regulations, Relevant PERSAL administration, departmental HR Policies, relevant Human Resource Legislation, EPMDS, Basic Conditions of Employment Act, SMS Handbook and the Ministerial Handbook. Skills: Communication (verbal and written), computer, presentation, supervisory, time management, report writing, problem solving, conflict management, project planning, policy analysis and interpretation.
<b><u>DUTIES</u></b>	:	Administer the provision of recruitment and selection. Administer HR Provisioning services. Administer the provision of salary administration. Provide advice and guidance, input to policy and reporting. Manage resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Mrs RN Ndwandwe Tel No: 033 – 343 8381

- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 11 April 2023
- POST 11/156** : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE CD: AGRICULTURAL RESEARCH, DEVELOPMENT AND TRAINING INSTITUTES REF NO: SSC29/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Cedara – Head Office  
: A National Diploma in Public Administration/ Public Management / any relevant Social Science degree and a valid driver's licence. Experience: 3 years' administrative experience in the Public Management environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework, EPMDs, Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, SCM practices and procedures and Treasury Regulations. Skills: Computer, planning and organising, language, good verbal and written communication, financial management, research and time management.
- DUTIES** : Provide office support services. Maintain and update records management for the office of the CD. Provide input into policy development and administer the reception of the CD's office. Manage the resources allocated.
- ENQUIRIES APPLICATIONS** : Dr. FNP Qwabe Tel No: 033 355 9113  
: All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 11 April 2023

## DEPARTMENT OF HEALTH

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

### MANAGEMENT ECHELON

- POST 11/157** : **DEPUTY DIRECTOR GENERAL: CLINICAL SUPPRT REF NO: G41/2023**  
Cluster: Clinical Support Services
- SALARY** : R1 590 747 per annum, (an all-inclusive SMS salary package)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA and a post graduate qualification (NQF 8) as recognized by SAQA in Public Health. Registered with the Health Profession Council PLUS Eight to ten years 8-10 years Senior Management experience in a Public Health Management Services environment. Unendorsed valid Code B driver's license (Code 08). NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. 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. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required: South African Constitution. Criminal Procedure Act. Bill of Rights. Human Rights Act. Labour Relations Act. Skills Development Act. Public Service Act Public Service Regulations. Employment Equity Act. Promotion of Access of Information Act. Promotion of Administrative Justice Act. Higher Education and Training Act. Further Education and Training Act. Knowledge on Security Management Act. Occupational Health and Safety Act. Basic Conditions of Employment Act. Public Finance Management Act. Treasury Regulations and Practice Notes. Choice of Termination of Pregnancy Act. Chiropractors, Homeopaths and Allied Health Service Professions Act. Dental Technicians Act. Division of Revenue Act. Health Professions Act. Human Tissue Act. KwaZulu-Natal Health Act. National Health Act. Medicines and Related Sciences Act. Mental Health Care Act. National Health Laboratories Services Act. Nursing Act. Preferential Procurement Policy Framework Act Pharmacy Act. Traditional Health Practitioners Act. Batho Pele. Influencing. Analytical. Motivational. Presentation. Computer literacy e.g. MS Office suite. Relationship management. Facilitation. Skills: Human Resource Management. Financial Management. Risk Management. Conflict management. Project Management. Information Management. Organisational. Language. Listening. Interpersonal relations. Research. Time management. Planning. Negotiation. Communication – written and oral Report writing. Supervisory. Problem solving. Change management. Decision making.
- DUTIES** : Provide strategic Leadership in Strengthening Clinical Support Services: Management Oversight of Strategic Health Programmes. Management Oversight of Non—communicable Diseases. Management Oversight of Environmental Health & Communicable Disease Control. Management Oversight of Blood & Laboratory Services. Management Oversight of Emergency Medical Services. Management Oversight of Clinical Forensic and Non clinical Forensic Services. Management Oversight of Pharmaceutical Services. Management Oversight of Youth & Gender Transformation. Provide Strategic Leadership in the collation and timely submission of accurate Performance Information for the Clinical Support Services Branch Establish a CSS Performance Review Committee. Develop and implement a CSS Performance Review Calendar. Ensure accurate CSS Quarterly Review Reports submitted timeously. Oversee the development and implementation of policies: Oversee the implementation of Provincial and Departmental frameworks.

Oversee the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies with regards to compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Ensure the effective, efficient and economical management of allocated resources of the Division: Management the financial resources. Management Human Resources. Manage the allocated assets. Manage potential risks and mitigation strategies. Provide strategic management, planning, leadership and direction. Monitor and ensure that the whole Chief Directorate is in compliance with the dictates of the PFMS and other Governance Regulations.

**ENQUIRIES  
APPLICATIONS**

: Dr SC Tshabalala Tel No: 033 395 2589  
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION  
NOTE**

: Mr. A Memela  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 11 April 2023

**OTHER POSTS**

**POST 11/158**

: **MEDICAL SPECIALIST REF NO: MEDSPECCARDIOTHORSURG/1/2023 (X1 POST)**  
Department: Cardiothoracic Surgery

**SALARY**

: Grade 1: R1 156 308 per annum, all-inclusive salary package, (excluding commuted overtime).  
Grade 2: R1 322 100 per annum, all-inclusive salary package, (excluding commuted overtime).  
Grade 3: R1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime).

**CENTRE  
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital  
: Applicants must be registered as a Specialist Cardiothoracic Surgery with the Health Professions Council of South Africa. Current registration as Specialist Cardiothoracic Surgery with the Health Professions Council of South Africa. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist in Cardiothoracic Surgery. Experience Required: **Grade 1:** No experience required. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist



after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery) Skills, Knowledge, Training and Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty are an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic center either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.

**DUTIES** : Provide a clinical service encompassing the diagnosis, investigation, Peri-operative care and surgical management of cardiothoracic patients. Actively participate in the academic programme run by the department for the post-graduate training of Registrars. Teaching of undergraduate and postgraduate students. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Achieve a level of theoretical knowledge and surgical skills requisite to the training of a Cardiothoracic Surgeon. Participate in after hours services when required.

**ENQUIRIES** : Dr R.Madansein Tel No: 031-2402114  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 11 April 2023

**POST 11/159** : **MEDICAL SPECIALIST GRADE 1, 2 & 3 (RADIOLOGY) REF NO: DPKISMH 08/2023 (X1 POST)**  
Component: Radiology Department

**SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, (all-inclusive package)  
Grade 2: R1 322 100 - R1 403 235 per annum, (all-inclusive package)  
Grade 3: R1 534 356 - R1 918 284 per annum, (all-inclusive package)  
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) Other Benefit (S): Commuted Overtime

**CENTRE** : Dr. Pixley Ka Isaka Seme Memorial Hospital  
**REQUIREMENTS** : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in

Radiology Department. Certificate of registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology Department. Current registration (2022/2023) with the Health Professions Council of South Africa as a Medical Specialist in Radiology. Unendorsed valid Code B driver's license (Code 08). Certificate of Service endorsed by Human Resource Department. Applicants in possession of a foreign qualification must submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Experience **Grade 1:** Registration with the HPCSA as Medical Specialist in Radiology. No experience. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology. Knowledge, Skills and Competencies Sound knowledge and experience of all radiology modalities, protocols and procedures. Must be able to perform radiology guided (ultrasound, CT, etc.) interventional procedures such as biopsies. Sound experience and competency in MRI and Breast imaging will be of advantage. Ability to teach and supervise medical officers and registrars. Good verbal and written communication skills. Good interpersonal skills and ability to function in multidisciplinary teams. Professionalism and concern for excellence.

**DUTIES** : Interpretation and reporting of images of all radiology modalities. Providing outpatient, inpatient and outreach radiology services. Teaching and supervision of medical officers and registrars. Ensuring provision of a high quality and efficient comprehensive radiology service. Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to departmental needs. Assist in the development of management policies and protocols. Organise, prepare for and chair interdepartmental clinical and academic meetings. Perform compulsory commuted overtime. Radiology research. Participation in commuted overtime is compulsory.

**ENQUIRIES** : Dr Z Zikalala Tel No: (031) 530 1445  
**APPLICATIONS** : Must be hand delivered to: 310 Bhejane Street (Hospital Gate number 2) KwaMashu, 4360 Or Email: pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION** : Deputy Director Human Resources Management  
**NOTE** : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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, 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. Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Non- RSA Citizens/Permanent Residents/ Work Permit holders will be required to submit documentary proof when shortlisted. 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** : 14 April 2023

**POST 11/160** : **ASSISTANT MANAGER (PHARMACEUTICAL SERVICES) REF NO: AM PHARM 01/2023 (X1 POST)**

**SALARY** : R938 748 per annum, all-inclusive package, (This inclusive package consists of 70% basic salary, 30% flexible portion that can be structures in terms of the applicable rules. 12% In-hospitable area allowance

<b><u>CENTRE</u></b>	:	Inanda C Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Bachelor of Pharmacy or Equivalent qualification in Pharmacy. Current registration with South African Pharmacy Council as a Pharmacist (2023) Plus Three (3) years after registration as a pharmacist with the South African Pharmacy Council (SAPC) Certificate of service endorsed by HR department must also be submitted by only shortlisted candidates. Recommendations: Some form of managerial/supervisory experience and exposure to the use and management of Anti-Retroviral medication and control of Pharmacy bulk stores would be an advantage. Knowledge, Skills And Competencies Required: Knowledge of relevant legislation, Acts, policies and regulations administered by the department of health. Sound knowledge of legislation relating to Pharmaceutical practice in South Africa. Good communication, leadership, decision making, team building and motivational skill. Effective planning, organization, managerial and interpersonal skills. Financial and budgetary knowledge. Computer skills on basic programs. Problem solving skills. Have good knowledge of the Pharmaceutical Tenders and Contracts Knowledge of the pharmaceutical supply and dispensing chain is essential. Have the ability to prioritize issues and other work related matters to comply with time frames.
<b><u>DUTIES</u></b>	:	Manage Pharmacy and assume the role of responsible le Pharmacist. Effective medicine supply management and stock control of Pharmaceuticals. Ensure budgetary compliance and expenditure control. Ensure availability and implementation of relevant Standards Operating Procedure for Pharmaceutical services in line with current statutory regulations and policy guidelines. Rational use of resources (Human, financial (asset and inventory) and physical. Coordinate activities of the Essential Medicines Programme including the Pharmacy and Therapeutics committee. Translate and operationalize current national, provincial and district plans. Training and development of Pharmacy support personnel and interns. Implementation, monitoring and evaluation of employee's performance assessments in line with department policy. Maintain discipline and deal with grievances and labour related issues as per DOH policies and procedures. Conduct service assessments and implement quality improvements processes. Ensure that there is a 24 hour provision of Pharmaceutical care. Work as part of multi-disciplinary team. Liaise with external stake holders on pharmaceutical and Management issues. Comply with the requirement for Good Pharmacy Practice and scope of practice for all registered personnel as laid down by the South African Pharmacy Council. Provide supervisory Pharmaceutical support to the 3 satellite PHC Clinics Supervise the enrolment and implementation of the CCMDD chronic program and pre-dispensing in clinics.
<b><u>ENQUIRIES</u></b>	:	Dr SCV Mncwango (CEO) Tel No: 031-519 0455
<b><u>APPLICATIONS</u></b>	:	Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.
<b><u>NOTE</u></b>	:	Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will <b>only</b> be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: Persons with disability should feel free to apply also African Males are encouraged to apply. Application must be submitted on or before closing date.
<b><u>CLOSING DATE</u></b>	:	14 April 2023

**POST 11/161** : **DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UTHUK 11/2023 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R881 961 per annum, Benefits Rural Allowance on claim basis  
: Uthukela District Office

: Appropriate B Degree/ National Diploma or equivalent qualification Nursing Science. Minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing plus. At least 5 years of the period referred above must be appropriate / recognizable experience at a managerial level experience in program management will be recognized. Current registration with the South African Nursing Council (SANC 2023 Receipt). Valid code EB driver's license. Computer certificate (MS Office software application). Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Recommendations: Diploma / Degree in nursing administration or equivalent Health Services Management. The ideal candidate must have Strong communication and presentation skills. Ability to think critically in difficult situations. Sound project management skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning framework. Ability to prioritize issues and other work related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Ability to make independent decisions. Computer literacy.

**DUTIES** : Provide strategic leadership in the provision of PHC services and Clinical Health Programmes to all level of health care system within the District. Develop and cost Health Programs and Primary Health Care Plans. Ensure that health Programs are effectively and efficiently managed. Monitor and evaluate the quality of services in relation to Primary Health Care and Health Programs. Distributes Health Program resource equitably. Actively participate in the programs data analysis, interpretation and management thereof. Provide leadership for the Health Programme Management Team in order to ensure the delivery of high quality health care. Ensure good governance in health programmes and community participation which includes effective functioning of the Clinic Committees. Monitor implementation of quality clinical programmes and management within District. Monitor staff levels and ensure the effective recruitment of competent personnel and implement retention strategies. Ensure effective and efficient integration of Health programmes. Convey a clear vision of transformation and oversee the transformation process within Clinical Health Programme setting. Ensure continuous clinical support of health facilities within uThukela district by programme coordinators. Ensure active participation in all community poverty alleviation activities with specific emphasis in Operation Sukuma Sakhe. Develop and ensure the implantation of National, Provincial and District Policies and legal prescripts. Monitor and control the Health Program budget. Ensure effective stakeholder involvement and engagement on health related programs (DAC&DHC). Ensure implementation and monitoring of audit improvement plans. Facilitate and monitor the implementation of transversal project activities. Facilitate the implementation of PHC re-engineering. Deputize District Director in his/her absence.

**ENQUIRIES** : Mrs. N.C Ndhlovu Tel No: 036 631 2202 (Ext 103)

**APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

**FOR ATTENTION** : Mrs. M.Q Khanyile

**NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates

(where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 14 April 2023

**POST 11/162** : **MEDICAL OFFICER (CTOP) – MEDICAL SERVICES REF NO: OSI MED MAN 07/2023**

**SALARY** : R858 528 per annum. Other Benefits: all-inclusive packages, (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Commuted Overtime subjected to the approval.

**CENTRE** : Osindisweni District Hospital, Verulam  
**REQUIREMENTS** : Senior Certificate STD 10/Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner. Current registration as a Medical Practitioner with HPCSA. No experience required from South African qualified employees. A Minimum of 1 year relevant experience after registration as a 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. All abovementioned documents need not be attached on application, they will be requested only if shortlisted. Knowledge, Skills, Training and Competencies: Knowledge of the Health care system and medical ethics. Excellent human, communication, interpersonal skills and leadership skills. Ability to function as part of a multi-disciplinary team to a District level. Participate in the departmental programme planning, implementation and evaluation. Ability to make a difference. Good team building and problem solving. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders. Good research and presentation skills.

**DUTIES** : Ability to diagnose and manage medical problems including emergencies in relevant departments. Effective running of a District level OPD, inpatient and casualty service. Responsible for the Choice of Termination of Pregnancy (CTOP) programme. Responsible for the rape crisis centre. Diagnose and evaluate patient's state of health and deal with emotional and social aspects of patients. Administer medicine and treatment and perform minor surgical procedures / assist in operations as first of treatment. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Participate in Quality Improvement Plans. Compulsory participation in group 3 commuted overtime.

**ENQUIRIES** : Dr TS Mabusha: Tel No: 032 541 9205 / 9269  
**APPLICATIONS** : Applications to be forwarded to: Dr TS Mabusha, Medical Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

**CLOSING DATE** : 14 April 2023

**POST 11/163** : **MEDICAL OFFICER GRADE 1 - (HAEMATOLOGY) REF NO: HRM 26/2023 (X1 POST)**

**SALARY** : Grade 1: R858 528 - R924 876 per annum  
**CENTRE** : King Edward VIII Hospital complex  
**REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS Registration certificate with the HPCSA as an Independent Medical Practitioner PLUS Current registration with the HPCSA (2023) Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Good clinical and communication skills, Clinical or theoretical knowledge of Hematology, Function as part of a team, Administrative skills and empathy.

**DUTIES** : Function as a medical doctor responsible for Hematology patient care, Daily ward rounds, attendance at specialist clinics and assist in medical procedures, Liaise with other metropolitan hospitals, Manage nursing and allied staff, Provide clinical Hematology service to King Edward VIII Hospital, Participate in the academic program in the department, Perform regular clinic audits.

**ENQUIRIES** : Dr. N. Khuzwayo Tel No: (031) 360 3854

**APPLICATIONS** : All applications can either be submitted via email to [twiggy.garib@kznhealth.gov.za](mailto:twiggy.garib@kznhealth.gov.za) or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin. building

**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 plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. NB: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

**CLOSING DATE** : 11 April 2023

**POST 11/164** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (PHC AND OUTREACH) REF NO: AMN 01/2023 (X1 POST)**

**SALARY** : R642 942 per annum. Other Benefits: Rural Allowance- 8%, Medical Aid (Optional), 13<sup>th</sup> Cheque, Home Owners Allowance (Employees must meet prescribed Requirements).

**CENTRE** : Inanda "C" CHC

**REQUIREMENTS** : Degree/ Diploma in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nurse Science, Health Assessment, and Treatment & Care. Registration with SANC as Professional Nurse and Midwife. Current registration as Professional Nurse with SANC 2023. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as professional Nurse and Midwifery with SANC. Six years of period referred above, must be appropriate/ recognizable experience in Primary Health Care. At least Three years of the period referred above must be appropriate/ recognizable experience in supervision. Recommendations Degree/ Diploma in Nursing Management. Driver's License Knowledge, Skills, Training & Competencies Required: In depth knowledge of nursing legislation & related legal & ethical practice & legislative framework governing the Public service. Knowledge of nursing care processes, procedures, nursing statutes & other relevant legal framework. In depth knowledge of Primary Health Care protocols, guidelines & Policies. Good understanding & knowledge of HR & Financial policies & practices. Good report writing & facilitation skills. Good communication skills, both verbal & written. Conflict Management Skills. Co-ordination, Leadership & Liaison Skills. Knowledge of Code of Conduct, Labour relations & Negotiation Skills Demonstrate knowledge & understanding of SCM Policies & Practices. Flexibility.

**DUTIES** : Monitor and evaluate provision of Primary Health Care services at three satellite clinics and two mobile clinics, in line with Public Health indicators, norms, standards and targets. Ensure that Primary Health Care services are provided with adequate support by multi-disciplinary team attached to Inanda C CHC. Ensure an integrated approach with the implementation of the various Health Care programs to provide a seamless service delivery. Ensure the full implementation of Community based model/community orientated primary health care. Monitor the Health Information system, identify emerging trends and facilitate processes to ensure corrective action. Ensure the development and implementation of clinical policies, procedures and guidelines for PHC and other related programs/projects. Ensure that all

complaints and patient safety incidents are dealt with in accordance with legislation. Ensure patient experience and waiting times surveys are conducted and analysed within timeframes. Ensure staff development and performance by implementing EPMDS and other related human resource policies. Ensure effective utilization of all resource in the department. Ensure implementation of appropriate Infection Control measures. Assist in the implementation of National Core Standards/ICRM. Dr SCV Mncwango (CEO) Tel No: 031-519 0455

**ENQUIRIES  
APPLICATIONS**

**NOTE**

Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.

Direction to candidate: 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. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: Persons with disability should feel free to apply also African Males are encouraged to apply. Application must be submitted on or before closing date.

**CLOSING DATE**

14 April 2023

**POST 11/165**

**ASSISTANT MANAGER NURSING (SPECIALTY) (ORHOPAEDICS/SURGICAL)  
REF NO: MAD 14/ 2023 (X1 POST)**

**SALARY**

Grade 1: R642 942 - R723 624 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

Madadeni Provincial Hospital

Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. One year Diploma in Orthopaedic Nursing Science. A minimum of 10 years appropriate/recognizable 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 Orthopaedic Nursing Science, after obtaining the 1 year post-basic qualification in the Orthopaedic Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.

**DUTIES**

Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Surgical, Ophthalmic and orthopaedic units. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human resources in terms of EPMDS; ensure that nurses are licensed to practice, etc. Monitor and ensure proper utilization of financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication

with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

**ENQUIRIES** : Mr. R.S.M Ngcobo Tel No: 034 328 8037  
**APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940  
**FOR ATTENTION** : The Recruitment Officer  
**NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets (African Male)

**CLOSING DATE** : 14 April 2023

**POST 11/166** : **OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: SMH 03/2023**  
 Directorate: Clinical

**SALARY** : R588 378 – R662 220 per annum, (plus 13<sup>th</sup> cheque, Medical Aid –optional, Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Howick  
**REQUIREMENTS** : Matric/Standard 10/Grade 12 or equivalent qualification. Degree/Diploma in Nursing plus Advanced Psychiatric Nursing with a duration of at least one year accredited with SANC in terms of Government Notice No R212. Certificate of registration as post basic qualification in Nursing Psychiatry. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years must be appropriate/recognizable experience after obtaining post basic qualification. Current SANC receipt. Code B drivers license. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Recommendation: Computer literacy. Degree/Diploma in Nursing Management will be an advantage. Knowledge, skills



and competencies required: Good communication, leadership, interpersonal and conflict management skills. Conflict management and knowledge of labour basic qualification in Psychiatry (Advanced Psychiatry Nursing). Relations and disciplinary process/procedures. Human Resources and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, Infection Control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills.

**DUTIES**

: Manage and lead the unit in rendering efficient and professional nursing care as laid down by the nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and healthcare in the unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDs. Participate in health promotion and illness prevention initiatives within the institution.

**ENQUIRIES  
APPLICATIONS**

: Mrs ST Chule Tel No: 033 3306 146  
: The Human Resource Manager, Umgeni Specialized Psychiatric Hospital, Private Bag X23 Howick, 3290. Hand delivered applications may be submitted at the HR Office Admin Block, Howick 3290

**FOR ATTENTION  
NOTE**

: Mr. BM Gwamanda  
Applications should be submitted on amended form Z83 obtainable from any Public Service Department. The Z 83 form must be completed in full, failure to do so may result in disqualification and should be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. 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 applicants responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. Due to financial constraints, subsistence and travelling allowance will not be paid to candidates invited to attend the interview.

**CLOSING DATE**

: 12 April 2023

**POST 11/167**

: **OPERATIONAL MANAGER (SPECIALTY) - (THEATRE) REF NO: HRM 25/2023 (X 01 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: Grade 1: R588 378 - R662 220 per annum, plus benefits  
: King Edward VIII Hospital complex  
: Matric/Senior Certificate or equivalent qualification PLUS Degree/Diploma in General Nursing and Midwifery PLUS Minimum of 9 years recognizable nursing experience as professional Nurse PLUS At least 5 years period referred above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in operating theatre Recommendation: Computer Literacy, at least 3 years' experience must be at nursing management level Knowledge, Skills, Training And Competencies Required: Knowledge of Nursing care processes and

procedures, Nursing statutes, and other relevant legal framework, Good communication skills-verbal and written/human relation and ability to teach and train staff within team, Co-ordination and liaison skills and sound management skills, Ability to work as part of multi-disciplinary team, Knowledge of labor relation, disciplinary procedure and basic financial management skills, Sound management, negotiations, interpersonal and sound working knowledge of Nursing Management services.

**DUTIES**

: Assist in planning/organizing and monitoring of objective of specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance, Ensure continuity of patient care on all levels, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty roster and input for leave, Assistant in record keeping and provide with statistical information on training and staffing, To assist in EPMSD evaluation of staff and implementing EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practices and standards determined by relevant specialty, To assist with relief duties of the supervisor and partake in overall specialized unit functions i.e. Team building, Effective and Efficient Management of all resources, To work effective and amicable, at a supervisory level with person of diverse intellectual, cultural, racial or religious differences.

**ENQUIRIES**

: Ms. P. Govender Tel No: (031) 360 3026

**APPLICATIONS**

: All applications can either be submitted via email to [twigggy.garib@kznhealth.gov.za](mailto:twigggy.garib@kznhealth.gov.za) or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin. Building.

**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 PLUS Proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. NB: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

**CLOSING DATE**

: 11 April 2023

**POST 11/168**

: **OPERATIONAL MANAGER- SPECIALTY- THEARTE REF NO: MOS/OM/ST/01/2023 (X1 POST)**

**SALARY**

: Grade 1: R588 378 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%

**CENTER**

: Mosvold District Hospital

**REQUIREMENTS**

: Senior Certificate (Grade 12) or equivalent qualification PLUS. Diploma/ Degree in General Nursing and Midwifery PLUS a minimum of 9 years recognizable nursing experience as professional nurse PLUS at least 5 years experience referred above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in operating theatre PLUS relevant operational theatre experience after obtaining (1) one year post basic qualification in operating theatre .Proof of

previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted). Knowledge, Skills and Competencies Required: Demonstrate an in depth understanding of nursing registration and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing by the nursing team (unit) in according with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and Financial Policies.

**DUTIES**

: Provision of optimal, holistic specialized nursing care provided within the set standards i.e professional /obligation. Apply nursing process to the patient care in operating room. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National norms and standards, guidelines, protocols. Manage resources: effective, efficient and economical use of allocated Resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training, research and programmes EG, IPC, Quality Assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensure smooth running of the theatre. Maintain professional Growth/ ethical standards and self-development. Promote good working relationships with multidisciplinary team. Maintain sterile environment and ensure availability / functionality of surgical equipment.

**ENQUIRIES**

**APPLICATIONS**

: Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035) 591 0122 EXT 102  
: Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

**FOR ATTENTION**

**NOTE**

: Mr. SS. Langa  
: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. 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 representatively 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 results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

**CLOSING DATE**

: 14 April 2023

**POST 11/169**

: **ASSISTANT DIRECTOR: COURT WATCHING AND DOCKET AUDITING REF NO: CSL06/2023**

**SALARY CENTRE**

: R491 403 per annum (Level 10)  
: Pietermaritzburg

- REQUIREMENTS** : A degree in Law or Police Science or Social Science or Criminology or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in prosecution or criminal investigation. A valid driver's license. Applicants must be prepared to work extended hours. Constitution, Criminal Law, Law of Evidence, Criminal Procedure Act, Criminal Justice System, Public Service Act and Regulations, PFMA, Civilian Secretariat for Police Act, SAPS Act, Domestic Violence Act, Policing Policies, Procedures and Standing Orders, Criminal Investigation/Prosecution, Communication, Project management, Report writing, Financial Management, Conflict Resolution.
- DUTIES** : To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives, with specific reference to docket and case monitoring, by police stations in the Region. Monitor and evaluate the service delivery of police stations and clusters in the Region, with emphasis to processing of dockets and cases. Address complaints against police stations in the Region by carefully scrutinizing dockets and cases. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Monitor priority cases and protest action cases. Develop and maintain partnerships in police oversight with relevant organisations within the Region.
- ENQUIRIES** : Ms. L. Moodley Tel No: 033 - 3419300
- APPLICATIONS** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu
- FOR ATTENTION** : Ms. S.S Ngcobo
- NOTE** : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 11 April 2023
- POST 11/170** : **CLINICAL PROGRAMS CO-COORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: NDW/QAM/04/2023**
- SALARY** : R464 466 per annum. Other Benefits: 13TH cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Ndwedwe CHC
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent Diploma/Degree in General Nursing Registration Certificate with SANC as a professional Nurse. Valid driver's Licence Certificate of service issued & signed by your employer knowledge, skills and competencies required: Demonstrate an in depth understanding of Nursing Legislation and related Legal and Ethical Nursing practices and how this impact on service delivery. Ensure clinical Nursing Practice by the Nursing team (unit) in accordance with the scope of practice and Nursing Standards. Promote quality of Nursing care as directed by the professional scope of practice and standard determined by the relevant Health Facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standard and Provincial Quality initiatives (Human Rights Batho Pele Principles and Right Charter).
- DUTIES** : Work as part of Multi-disciplinary to ensure good Nursing care by the Nursing Team. Perform Quality improvement Audits and survey monthly and reports to Senior Management. Monitor and Evaluates 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-ordinates Quality improvement initiatives at the institution and clinics. Monitor and Evaluates delivery of quality care to the institutional level including clinical waiting times and client

experiences. Provide evidence on various aspect of quality care to the institution. Monitor and Evaluates complicates to the National and Provincial Quality Programmes, norms and standards for the PHC Clinics and Hospital package of care. Identify, facilitates and Co-Ordinates all QIP's. Conduct survey to all priority Programme e.g. Housing, MCWH, HAST, IMCI and ICDN. Manager the accreditation Programme for the institution and clinics.

**ENQUIRIES  
APPLICATIONS**

: Ms K Naidoo Tel No: 032 532 3350  
 : All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

**FOR ATTENTION  
NOTE**

: Mr. EM Khumalo Tel 032 532 3050  
 : The content of this circular must be brought to the attention of all eligible personnel and employees in your establishment without delay. Institutions must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal place of work. 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/ drivers license/qualification on application, only shortlisted candidate 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**

: 14 April 2023

**POST 11/171**

: **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: MAD 15/ 2023 (X1 POST)**

**SALARY**

: Grade 1: R400 644 – R464 466 per annum  
 Grade 2: R492 756 – R606 042 per annum  
 Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Madadeni Provincial Hospital  
 : Diploma / Degree in General Nursing A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**DUTIES**

: Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients Participate in staff development using EPMDS System

and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

**ENQUIRIES  
APPLICATIONS**

: Mr. R.S.M Ngcobo Tel No: 034 328 8137  
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital,  
Private Bag X6642, Newcastle, 2940

**FOR ATTENTION  
NOTE**

: The Recruitment Officer  
: This Department is an equal opportunity, affirmative action employer, whose aim is  
to promote representivity in all levels of all occupational categories in the  
Department. Note: The contents of this Circular Minute must be brought to the  
notice of all eligible officers and employees on your establishment of all Institutions.  
Institutions must notify all candidates who qualify for post in this circular minute  
even if they are absent from their normal places of work to apply. Direction to  
Candidates: the following documents must be submitted: Application for  
Employment form (Z83) which is obtainable from any Government Department OR  
from the website - www.kznhealth.gov.za. The application form (Z83) must be  
accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest  
educational qualification and other relevant documents will be requested for  
submission only from shortlisted candidates. The reference number must be  
indicated in the column provided on the form Z83 and on the back of the envelope,  
e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be  
disqualify applicants. Person with disabilities should feel free to apply for the post.  
The appointment is subject to positive outcome obtained from the NIA the following  
checks (security clearance, credit records, qualification, citizenship and previous  
experience employment verification). Due to the large number of applications,  
receipt of applications will not be acknowledged. However, correspondence will be  
limited to shortlisted candidates only. Please note that due to financial constraint  
no S&T claims will be considered for payment to the candidates that are invited for  
an interview. EE Target (African Male).

**CLOSING DATE**

: 14 April 2023

**POST 11/172**

: **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 03/2023 (X2 POSTS)**

**SALARY**

: Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance  
(employee must meet prescribed requirements and Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: Gamalakhe CHC  
: Senior Certificate Degree / Diploma in General nursing and Midwifery plus 1 year  
post basic qualification in Primary Health Care. Registration Certificate as General  
Nurse and Primary Health Care Nurse Current registration with SANC (2023  
Receipt) Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable  
experience in nursing, after registration as a Professional Nurse with SANC in  
General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate /  
recognizable experience in nursing after registration as a Professional Nurse with  
SANC in General Nursing and midwifery of which 10 years must be appropriate /  
recognizable experience after obtaining the one year post basic qualification in  
Primary Health Care. knowledge, skills and competencies Knowledge of nursing  
care processes and procedures, nursing statutes and other relevant legal  
framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and  
Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc.  
Leadership, organizational, decision making and problem solving abilities.  
Interpersonal skills including public relations, negotiating, conflict handling and  
Counselling. Financial and budgetary knowledge. Good in-sight of procedures and  
policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES**

: Provide quality comprehensive community health care by promoting preventative,  
Curative and rehabilitative services. Provide administrative services such as  
providing accurate statistics for evaluation and future planning, identifying needs  
for financial planning and indirect control of expenditure as an integral part of  
planning and organization. Motivate staff regarding development in order to  
increase level of expertise in assisting clients and families to develop a sense of

self care. Promote scientific quality nursing care by functioning as a therapeutic team. Coordinating between CHC and community and preventing medico-legal hazards. Conduct outreach services to improve health outcomes. Ensure proper utilization and management of all resources Ensure integration of health services. Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Strengthen and ensure implementation of IDEAL clinic strategies. Assist unit Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof.

**ENQUIRIES** : Ms. GB Tshiseka Tel No: 039-318 1113  
**APPLICATIONS** : All applications should be forwarded to: The HCH Manager Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249  
**FOR ATTENTION** : Human Resource Manager  
**CLOSING DATE** : 11 April 2023

**POST 11/173** : **OCCUPATIONAL HEALTH COORDINATOR REF NO: ZUL/OCC/2023**

**SALARY** : R400 644 per annum. Other benefits may include rural allowance on a claim basis  
**CENTRE** : Zululand Health District office, Ulundi  
**REQUIREMENTS** : Senior Certificate (Grade 12). An appropriate B Degree/National Diploma in Occupational Health, nursing or related field, plus Relevant current registration with any of the professional registration councils for Health Workers in South Africa e.g. (HPCSA, SANC and SAPC). A minimum of 3-5 years appropriate experience in/and knowledge of occupational health/nursing healthcare & therapy. Valid driver's license. Only shortlisted candidates will attach proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Skills: Knowledge of occupational health and safety policies and procedures. Knowledge and experience of the Public Service Policies, acts and regulations. Good communication skills (verbal & written). Basic financial management skills. Report writing and presentation skills. Planning and coordinating skills. Knowledge of labour relations and disciplinary procedures, including conflict resolution. Computer literacy.

**DUTIES** : To ensure occupational health units are established in hospital/CHC. To ensure the occupational health promotion programs are running in the District. Provide a comprehensive occupational health clinical services to the District. Conduct occupational health risk assessment, biological, physical ergonomical and physiological to assess impact work environmental on the worker and provide alternative recommendations. Liaise with various role players involved in occupational health related issues e.g. health & safety committees, clinical staff and employee assistant practitioner. Contact occupational health in-service training and orientate employees. To ensure an occupational health audit programme is developed for the District.

**ENQUIRIES** : Mr PM Ntshangase Tel No: 035- 8740713  
**APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way LA Building Ground floor Ulundi, 3838

**FOR ATTENTION** : Ms BN Zulu  
**NOTE** : The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). (b) Comprehensive Curriculum Vitae, (c) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will not be accepted. Copies of certified copies will disqualify candidates. (b) 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 previous and current employers and verification from the

Company Intellectual Property Commission (CIPC). Shortlisted candidates will be required to provide certified copies of educational qualifications, proof of registration with Health Professional Council (if applicable), Certified copy of identity document, proof of experience indicating detailed periods of experience endorsed by HR. Failure to produce these documents will disqualify candidates shortlisted. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.)

**CLOSING DATE** : 14 April 2023

**POST 11/174** : **PROFESSIONAL NURSE SPEC (ADVANCED MIDWIFE) REF NO: GAM CHC 04/2023**

**SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefit(s): 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

**CENTRE REQUIREMENTS** : Gamalakhe CHC  
: Senior Certificate Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC (Advanced Midwifery) Current registration with SANC (2023 Receipt) Experience **Grade 1:** A minimum of 04 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General nursing with post basic in Advanced Midwifery. **Grade 2:** A minimum of 14 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC of which 10 years of the period referred to above must be experience after obtaining the 1 year post basic qualification in the relevant specialty. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES** : Provision of optimal holistic specialized nursing care self-standards within professional framework. Assist in planning, organizing and monitoring of objectives of specialized unit within the facility. Manage all resources within the facility, effectively and efficiently to ensure optimum service delivery. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern to patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations.(Batho-Pele) Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in Emergency situations according to protocols and guidelines. Ensure that MNCWH and MBFHI programs are properly implemented. Conduct audits and implement quality improvement plans. Promote and ensure good work ethics within the facility.

**ENQUIRIES APPLICATIONS** : Ms. GB Tshiseka Tel No: 039 318 1113  
: All applications should be forwarded to: The HCH Manager Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249

**FOR ATTENTION CLOSING DATE** : Human Resource Manager  
: 11 April 2023



<b><u>POST 11/175</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (SPECIALTY) - (ICU) REF NO: HRM 24/2023 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 - R464 466 per annum, plus benefits
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital complex
<b><u>REQUIREMENTS</u></b>	:	Matric/Senior Certificate or equivalent qualification PLUS Degree / Diploma in General Nursing plus Registration with S.A.N.C. as a General Nurse and Specialty Nurse plus One year Post Basic registration Degree/Diploma in Critical Care plus 4 years appropriate / recognizable registration experience as a General Nurse Recommendation: Computer Literacy, driver's license Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.
<b><u>DUTIES</u></b>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMSD evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources, Liaise with professional Nurse in charge in surgical high care, Allocation of Staff within the Directorate on rotational basis, To nurse a critically ill patient who is ventilated, on hemodialysis and continuous veno venous Haemodialysis, To nurse all types of patients regardless of diagnoses according to disease profile within the directorate, To nurse a pediatric ventilated/ high care patient in ICU for close monitoring, Maintain professional growth/ethical standard and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Govender Tel No: (031) - 360 3026
<b><u>APPLICATIONS</u></b>	:	All applications can either be submitted via email to <a href="mailto:twiggy.garib@kznhealth.gov.za">twiggy.garib@kznhealth.gov.za</a> or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin. building
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary PLUS Proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. NB This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<b><u>CLOSING DATE</u></b>	:	11 April 2023

**POST 11/176** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: EMS/12/2023**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 757 – R606 042 per annum  
(Other benefits: Medical Aid (Optional) 13th Cheque Plus 8% rural allowance, Housing allowance (employee must meet prescribed requirements))

**CENTRE REQUIREMENTS** : Emmaus Hospital  
: Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, Plus 1 (one) year post basic qualification in advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Midwifery NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills Knowledge of Public Service acts, regulations and policies, Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices, Knowledge and implementation of Batho Pele principles ,patients' rights charter and code of conduct, Leadership, supervisory and good communication skills, Team building and across cultural awareness.

**DUTIES** : To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures, to participate in quality improvement programs and clinical audits. Be able to identify and manage obstetrical emergencies. Proper and effective reporting of patient's safety incidents. Impart knowledge of obstetric emergency and management e.g. ESMOE drills. Provide guidelines and leadership within the unit. Assist on quality data management of programs under mother and child.

**ENQUIRES APPLICATIONS** : Ms. T.N.Maphumulo Tel No: 036 488 1570 EXT 8315  
: 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** : 14 April 2023 at 16:00

**POST 11/177** : **DENTAL THERAPIST REF NO: EMS/13/2023**

**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  
Other Benefits Medical Aid (Optional) 13th Cheque Plus 8% rural allowance, Housing allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Emmaus Hospital  
: Senior Certificate (Grade 12). Or equivalent qualification; Plus; Bachelor of Dental Therapy PLUS; Certificate of Registration with the HPCSA Plus; Current registration with HPCSA (2023) Plus; Current and previous experience endorsed by Human Resource Department NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from

current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Experience **Grade 1:** No experience required **Grade 2:** Bachelor of dental therapy and a certificate of Registration with the HPCSA PLUS 10 year's appropriate experience after registration as a Dental Therapist **Grade 3:** Bachelor of Dental Therapy and a certificate of registration with the HPCSA Plus 20 year's appropriate experience after registration as a Dental Therapist. Knowledge & Skills Knowledge and understanding of the legislative prescript governing the Public Service, Ability to communicate effectively with all levels of staff and the Public , Computer literacy, Ability to work under pressure, Presentation , planning and organizing skills Ability to manage conflict and apply discipline, Decision making and problem-solving skills.

- DUTIES** : Render clinical dental service within the institution, including travelling to the clinics. Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum: extraction, restorative care, preventative care, pathology, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education. Conduct oral health education to patient and identified group (e.g., wards, inter departmental training, school children, clinics, etc.) Participate in oral health month activities (i.e. screening, health talk, etc.) Conduct service need index screening at school (OHI/OHE, Fluoride, referrals) Carry out any clinical duties as allocated by the clinical supervisor.
- ENQUIRES** : Dr H.B Nkuna Tel No: 036 488 1570 Ext 8205/ Dr S Khan Tel No: 036 488 1570 Ext: 8345
- APPLICATIONS** : 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: Interviews will only be done in person due to the current state of the impact of load shedding on network availability. No subsistence and traveling resettlement allowance will be paid for interview attendance.
- CLOSING DATE** : 14 April 2023 at 16:00
- POST 11/178** : **HEALTH AND SAFETY REF NO: STC 07/2023 (X1 POST)**
- SALARY** : R331 188 per annum, Plus Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions) Medical Aids (optional)
- CENTRE REQUIREMENTS** : ST Chads CHC  
: Senior Certificate (grade 12). Degree /National Diploma in Health Sciences / Engineering /Environmental Health. 3-5 years' experience working as Safety Officer. Valid Code B Driver's License. Recommendation: Samtrac. Knowledge, Skill, Training and Competencies Required: Knowledge and skills in managing quality improvement programs. Extensive knowledge of legislation pertaining to Health and Safety. Report writing skills. Ability to identify, control, monitor and investigates hazards/accidents. Knowledge of OHS Act 85 of 1993 and COID Act 130 of 1993. Good communication skills.

**DUTIES** : To ensure quality management procedures are in place for safety by developing quality improvement plans as well as Health and Safety policies and procedures tools and manuals. To ensure quality audits functions are carried out for the CHC. To ensure safety statistic are analysed, interpreted, reported and captured. To ensure the delegated management and administrative functions are carried out correctly and timely in order for health and safety to function in the CHC. To investigate all types of accidents, compile reports related to accidents and to design tool prevent future accidents. Attend to disaster management committee, building site meeting and all other relevant meetings. To ensure compliance on OHS Act in all the clinics.

**ENQUIRIES** : Ms. N.M Myeza 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** : 11 April 2023

**POST 11/179** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: GTN 11/2023 (X1 POST)**  
Component: Finance

**SALARY** : R331 188 – R390 129 per annum (Level 08). Other benefits: 13th cheque, Medical aid (Optional). Housing allowance

**CENTRE** : Greytown Hospital

**REQUIREMENTS** : Senior Certificate /Grade 12 PLUS Diploma/Degree in Financial Management / Cost and management Accounting / Financial Accounting or any equivalent qualification Three (03) to five (05) years' experience in public service within financial administration component (Budget & expenditure management, Accounts payable, Revenue, Asset and disposal, Procurement and stores, Voucher control and reporting. Recommendations A valid driver's licence. Computer literacy: Micro soft Office Software applications and MS Outlook. Two 02 years supervisory experience in Budget & Expenditure / SCM Knowledge, skills, Training and Competences required. In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL and Vulindlela). Good organizational and planning skills and ability to make independent decision. Ability to plan, build team spirit and meet deadlines. Knowledge of MS office Software applications.

**DUTIES** : Authorize commitments, payments, debts, receipts and journals on BAS. Draw, analyse and present financial reports. Manage suspense accounts and maintain

debts file. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and assess finance and SCM staff performance as per EPMS requirements. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. on procurement of goods and services in the institution. Ensure that safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, wasteful, fruitless and unauthorized expenditure is minimized.

- ENQUIRIES** : Mr R Hannif Tel No: (033) 4139 451
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private Bag X5562, 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. 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** : 14 April 2023
- POST 11/180** : **SUPPLY CHAIN CLERK SUPERVISOR (LOGISTIC & WAREHOUSE) REF NO: MOS/SCCS/01/2023**
- SALARY** : R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements)
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior Certificate or Equivalent. 03-05 years' work experience in Supply Chain Management Component within public service. Computer literacy: MS Office and Excel applications. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted) Recommendations: Valid driver's licence. Diploma in Finance /Supply Chain Management or equivalent knowledge, skills and competencies required: Knowledge of government prescripts. Practical knowledge of SCM Good planning, organizing, problem solving and team building skills. Computer literacy: MS Word, Excel, Power point and MS outlook. Knowledge of PFMA, PPPFMA, BBBEE. Possess high level of integrity and professionalism. Good verbal and written communication skills Possess good decision making skills.
- DUTIES** : Responsible for ensuring the provision of logistic management services. Manage stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering documents and make a follow up if the delivery conditions reflect on the order form are not complied with specification. Provide

support to the clinics in terms of stock management. Ensure that all stocktaking is conducted on regular basis. Ensure the effective, efficient and economical management all allocated resources of the division as well staff development. Prepare and analyse monthly reports including RIDIV Template, relate to Supply Chain management. Manage, evaluate and direct performance of supply chain management. Provide acquisition of goods, service, quotations, tenders and adjudication activities are in accordance with the Institutional Business and Procurement Plan. Conduct internal audit and risk management activities. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Conduct Internal Audit and risk management and prepare and analyse monthly reports.

**ENQUIRIES** : Mrs. NP. Myeni (Assistant Director: Finance) Tel No: (035) 591 0122 EXT 110  
**APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

**FOR ATTENTION** : Mr. SS. Langa  
**NOTE** : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof (only those that are shortlisted). 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 representatively 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 results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

**CLOSING DATE** : 14 April 2023

**POST 11/181** : **ARTISAN ELECTRICIAN REF NO: GTN 12/2023 (X1 POST)**  
 Component: Maintenance

**SALARY** : Grade A: R199 317 – R221 214 per annum  
 Grade B: R234 780 – R260 574 per annum  
 Other benefits: 13th cheque, Medical aid (Optional). Housing allowance

**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : Grade 12 (senior certificate) Standard 10, Plus Appropriate Trade Test Certificate in Electrician in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A:** 0-2 years' experience. Artisan **Grade B:** At least 14 years appropriate/recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, skills, Training and Competences required. Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas applications and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team, be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skill.

**DUTIES**

: Regular checks and visual inspections to all plants and equipment under supervision e.g. autoclaves, air handling units, clarifiers, gas banks, gas manifolds, oxygen generation plant, Hysters, laundry and kitchen equipment etc. Repairs to any broken and condemnation of equipment. Testing of oxygen plant, changing and record keeping of oxygen gas cylinders. Keep and monitor service intervals of all plants and equipment. Maintain and keep service record for future references. Installation work such as tubing and wiring in roof spaces, surface work and low – tension work. Repairs to all types of light fittings, inclusive of lamping. Maintenance and minor repairs o all domestic appliances, equipment and plant. Ensure visiting of Primary health clinics to perform maintenance duties when required and conduct inspections. Compile report and motivations for new work and for the improvement of existing plants. Undertake technical and other such investigations as required by the Artisan Foreman/ Chief Artisan. Assume overall control of responsibility for the supervision and guidance of subordinates. Be responsible to ensure cleaning of workplace/ workshop is carried out properly. Exercise control over equipment/ tools and keep them in good working condition. Ensure staff members are trained on use of equipment. Regular testing of emergency standby generator sets, inclusive of checking water, oil, fuel level safety tests on genets are to be made on weekly basis. Test and record single phase earth leakage relays using a socket tester and logged one per week. Weekly safety test of all laundry equipment such as door switches and ensure that proper recording is done on all tests conducted on the relevant register. Keep up to date with current equipment register. Be responsible for material issued and completing of job cards. Weekly testing of fire alarms and all associated equipment viz, booster pumps etc. To perform standby duties and after hours call out. These duties at times can at times include duties associated with other trades.

**ENQUIRIES  
APPLICATIONS**

: Mr R.M Mosikili Tel No: (033) 413 9450  
: Applications forwarded to: Human Resource Manager, Private bag X5562, 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**

: 14 April 2023

<b><u>POST 11/182</u></b>	:	<b><u>MEDICAL      SPECIALIST      GRADE      1/2/3      REF      NO:</u></b> <b><u>MEDSPECVASCULARSURG/1/2023 -SESSIONS</u></b> No of Sessions Per Week: 16 sessions Nature of Appointment: Sessional – Not exceeding 12 months; subject to annual review Department: Vascular /Endovascular surgery
<b><u>SALARY</u></b>	:	Grade 1: R556.00 Hourly Rate per Session Grade 2: R636.00 Hourly Rate per Session Grade 3: R738.00 Hourly Rate per Session
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital Current registration with Health Professions Council as a Medical Specialist. Certificate in Sub-speciality: Vascular surgery. Experience: <b>Grade 1:</b> No Experience required from South African qualified employees. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. <b>Grade 3:</b> Ten (10) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competences Required: Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
<b><u>DUTIES</u></b>	:	The candidate will be expected to work in Vascular Surgery Assist with the provision and development of Vascular services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes. To assist in teaching when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr B. Pillay Tel No: 031 240 2165 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
<b><u>CLOSING DATE</u></b>	:	11 April 2023



**PROVINCIAL ADMINISTRATION: NORTH WEST  
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.*

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X 2068, Mmabatho, 2735, North West College of Nursing (Klerksdorp Campus), Private Bag A 19, Klerksdorp, 2570  
North West College of Nursing (Mafikeng Campus), Private Bag x 2178, Mafikeng 2745  
North West College of Emergency Care (Okney), P. O Box 258, Orkney, 2620
- FOR ATTENTION** : Ms T.D Dithipe, Provincial Office.  
Ms N Mmolai, North West College of Nursing (Klerksdorp Campus)  
Ms P Manoto, North West College of Nursing (Mafikeng Campus)  
Ms D Lesupi, North West College of Emergency Care (Orkney)
- CLOSING DATE** : 11 April 2023
- NOTE** : The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health 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. North West Department of Health 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.

**OTHER POSTS**

- POST 11/183** : **VICE PRINCIPAL OF NURSING COLLEGE (HEAD OF NURSING CAMPUS PND5) REF NO: 01/2023/03**
- SALARY CENTRE** : R992 634 per annum, (all inclusive package)  
North West College of Nursing: Klerksdorp Campus (X1 Post)  
Mafikeng Campus (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	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 South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing. A diploma in any post basic nursing qualification. A minimum of 11 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year post basic qualification in Nursing Education with a minimum of 3 years of experience as Head of Department in Nursing Education. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. A valid driver's license. In-depth knowledge and understanding of curriculum development. Knowledge of major nursing education legislations, policies and other government policies. Experience and knowledge of a diversity of teaching strategic and classroom practices. Sound knowledge in financial management, budget and revenue management, including conditional grants and policy development, through understanding of PFMA and other related prescripts. Competencies And Skills: Management and Leadership skills. Interpersonal, Communication and information management skills. Budget and financial management. Problem solving and decision making. Diversity management. Project management. Application of technology.
<b><u>DUTIES</u></b>	:	Oversee and facilitate participatory processes for strategic, operational and integrated development planning for Nursing Education. Ensure sound financial management and practices. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the department. Participate in the development, implementation and monitoring of Policies, guidelines and Standard Operating Procedures. Ensure continued empowerment and well-being of staff and students. Adhere to Nursing Education and training prescripts and other related legislative mandates. Conduct research in the relevant field.
<b><u>ENQUIRIES</u></b>	:	Ms E Nkhumane Tel No: 018 391 4284
<b><u>POST 11/184</u></b>	:	<b><u>DEPUTY PRINCIPAL: EMS TRAINING COLLEGE GRADE 3 REF NO: 02/2023/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R871 413 per annum, (all-inclusive package)
	:	North West College Of Emergency Care (Orkney)
	:	Successful completion of the B-Tech/BEMC Degree that allows registration with the Health Professions Council of South Africa as Emergency Care Practitioner. 3 years' experience after registration with Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Shortlisted candidates are required to submit current proof of registration with Health Professions Council of South Africa as Emergency Care Practitioner (ECP). A valid Code C1 driver's license with Public Driving Permit (PDP).
<b><u>DUTIES</u></b>	:	Work within EMS Education Training and Development environment. Oversee all quality assurance activities on the programmes offered at the College. Supervise all core academic divisions. Ensure all EMS education, training and development programmes are fully accredited and implemented in line with the NECET Policy. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education Policies. Produce appropriate levels of EMS personnel for appropriate levels of care. Implement efficient RPL processes. Provide Continuous Professional Development and capacity building for Emergency Medical Services. Any other duties as may be required from time to time by the Principal.
<b><u>ENQUIRIES</u></b>	:	Mr A Malgas Tel No: 018 473 0324
<b><u>POST 11/185</u></b>	:	<b><u>DEPUTY DIRECTOR: REGISTRAR (COLLEGE OF EMERGENCY CARE) REF NO: 03/2023/03</u></b>
<b><u>SALARY CENTRE</u></b>	:	R766 584 per annum, (all-inclusive MMS package)
	:	North West College of Emergency Care (Orkney)

- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Public Management/ Administration/Human Resource Management/Development. A relevant post-graduate qualification (NQF level 8) will be an added advantage. Five (5) years' relevant work experience in Corporate Services of which 3 years' experience should be at Assistant Director level. A valid driver's license. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Experience in managing people and projects with the ability to plan strategically. Ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy.
- DUTIES** : Provide leadership in the areas of Human Resources, Procurement, Finance, Facilities Management, Information Technology, Records Management, Fleet Management, Employee Wellness and Student Affairs. Ensure that the College administration is managed in line with HPCSA Regulations as well as the programme accreditation criteria stipulated by CHE. Collaborate with sector stakeholders. Manage staff and student administration and student affairs support services in accordance with the North West Department Health policies. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and quality assurance. Responsible for Information Communication Technology and Information Management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Any other duties as may be required from time to time by the Principal.
- ENQUIRIES** : Mr A Malgas Tel No: 018 473 0324
- POST 11/186** : **HEAD OF DEPARTMENT: STUDENT AFFAIRS REF NO: 04/2023/03**
- SALARY CENTRE** : R606 042 per annum, (plus benefits)  
: North West College of Nursing: Klerksdorp Campus (X1 Post)  
: Mafikeng Campus (X1 Post)
- REQUIREMENTS** : 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 South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). Master's Degree in Nursing will serve as an added advantage. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a 1 year post- basic qualification. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. A valid driver's license. Computer literacy with data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Ability to collate, monitor and evaluate assessments data from multiple sources. Good communication skills (written and verbal). Willingness to travel. Competencies And Skills: Leadership skills. Management skills. Interpersonal and Communication skills. Analytical and interpretation skills. Financial management.
- DUTIES** : Overall supervision of academic activities in respect of the Student Affairs and support academic processes. Administer information systems in the Student Affairs. Assure accurate record keeping in the department. Oversee outreach to communities to address Campus admission requirements. Organise and execute student recruitment and selection processes. Organise and execute the following processes (student admissions, completions, terminations and transcripts/academic records. Ensure students registration and completion of training of all programmes with the Campus and South African Nursing Council. Coordinate examination processes. Ensure integrity and security of assessments and certification processes. Development and coordination of programmes to

- provide psych-social support for students. Management of Key Performance Area for Student Affairs personnel in accordance with PMDS Prescripts. Ensure that the academic activities comply with the relevant legislative framework. Administer Recognition of Prior Learning (RPL) processes.
- ENQUIRIES** : MS S. Maruping Tel No: 018 406 8600 (Klerksdorp Campus)  
MS T. Batyi at 072 573 6098 (Mafikeng Campus)
- POST 11/187** : **HEAD OF DEPARTMENT: POST BASIC PROGRAMMES (R635) REF NO: 05/2023/03**
- SALARY** : R606 042 per annum, (plus benefits)  
**CENTRE** : North West College Of Nursing: Mafikeng Campus (X2 Posts)  
**REQUIREMENTS** : 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 South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). Master's Degree in Nursing. Post Basic Diploma in Clinical Nursing Science leading to registration in Medical and Surgical Nursing Science: Primary Health Care, Advanced Midwifery and Neonatal Nursing Science or Critical care (R212 will serve as an added advantage. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a 1 year post- basic qualification. A valid driver's license. Computer literacy. Be willing to travel extensively. Competencies And Skills: Leadership skills. Management skills. Interpersonal and Communication skills. Analytical and interpretation skills. Financial management.
- DUTIES** : Coordination and overall supervision of academic activities in the provision of education and training of student nurses. Manage clinical learning exposure to students between campus and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Management of Key Performance Area personnel in accordance with PMDS Prescripts. Ensure that the academic activities comply with the relevant legislative framework. Oversee supervision of students. Participate in the development of the Strategic Plans of the College. Develop operational plans and budget for the programme. Collaborate with internal and external stakeholders and build a sound relationship within the department. Conduct research in the relevant field.
- ENQUIRIES** : MS T. Batyi at 0725736098
- POST 11/188** : **EMS COURSE COORDINATOR GRADE 4 REF NO: 06/2023/03**
- SALARY** : R528 072 per annum, (plus benefits)  
**CENTRE** : North West College of Emergency Care (Orkney)  
**REQUIREMENTS** : Successful completion of the B-Tech/BEMC Degree that allows registration with the Health Professions Council of South Africa as Emergency Care Practitioner. 3 years after registration with Health Professions Council of South Africa as Emergency Care Practitioner. Shortlisted candidates are required to submit current proof of registration with Health Professions Council of South Africa as Emergency Care Practitioner. A valid Code C1 driver's license with Public Driving Permit (PDP).
- DUTIES** : Work within EMS Education Training and Development environment. Supervise and monitor all quality assurance activities on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education policies. Development and coordination of formative and summative assessments, as well as RPL processes. Any other duties as may be required from time to time by the Principal.
- ENQUIRIES** : MR A Malgal Tel No: 018 473 0324

<b><u>POST 11/189</u></b>	:	<b><u>EMS PARAMEDIC LECTURER GRADE 3 REF NO: 07/2023/03 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R409 974 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	North West College of Emergency Care (Orkney)
<b><u>REQUIREMENTS</u></b>	:	Successful completion of the B-Tech/BEMC Degree that allows registration with the Health Professions Council of South Africa as Emergency Care Practitioner. Shortlisted candidates are required to submit current proof of registration with Health Professions Council of South Africa as Emergency Care Practitioner. A valid Code C1 driver's license with Public Driving Permit (PDP).
<b><u>DUTIES</u></b>	:	Involvement in all aspects of Education Training and Development on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of the course is aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes. Any other duties as may be required from time to time by the Principal.
<b><u>ENQUIRIES</u></b>	:	MR A Malgas Tel No: 018 473 0324
<b><u>POST 11/190</u></b>	:	<b><u>LECTURER REF NO: 08/2023/03</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R642 942 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as a Professional Nurse in General Nursing
<b><u>CENTRE</u></b>	:	North West College of Nursing: Mafikeng Campus (X11 Posts) Klerksdorp Campus (X10 Posts)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing will serve as an added advantage. Post basic Diploma qualification in Critical Care, Operating Theatre, Psychiatry and Child/Paediatric Nursing will serve as an added advantage. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. Appropriate/ recognizable experience in nursing after registration with the South African Nursing Council as a Professional Nurse in General Nursing. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Integration of health priority programmes in the curriculum. Ensure effectiveness on community based education and problem-based learning. Contribute to curriculum development and implementation within the SANC and SAQA framework and any relevant legislation. Provide education and training student guidance and support towards attainment of minimum course requirements as set by SANC. Co-ordinate clinical learning exposure to students between college and clinical nurses. Implement assessment strategies to determine learners' competencies. Exercise control over students. Support the mission and promote the image of the College by serving in Committees, attending and participating in meetings and College activities.
<b><u>ENQUIRIES</u></b>	:	MS S. Maruping Tel No: 018 406 8600 (Klerksdorp Campus) MS T Batyi at 072 573 6098 (Mafikeng Campus)
<b><u>POST 11/191</u></b>	:	<b><u>SOCIAL WORKER REF NO: 09/2023/03</u></b>
<b><u>SALARY</u></b>	:	R269 301 – R607 593 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience after registration with the South African Council for Social Service Professions as Social Worker
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Appropriate experience in Social Work after registration as Social Worker with the South African Council for Social Service Professions. Shortlisted candidates are required to submit current proof of registration with the South African Council for Social Service Professions

(SACSSP) as a Social Worker. Experience in Employee Health & Wellness will serve as an added advantage. A valid driver's licence. Computer literacy. Good written and verbal communication skills. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity management, including PILIR. In-depth knowledge in conducting counselling. Basic knowledge of Health and Wellness policies, processes and systems. Skills in administration, planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management. Presentation skills.

**DUTIES**

: Promote the Employee Health & Wellness Programme (EHWP) at Provincial Office. Provide administrative support relating to Employee Health & Wellness Programmes. Compile reports relating to EHW functions. Assist with conducting Health and wellness surveys. Coordinate all logistical arrangements for workshops on Health and Wellness Programmes to create awareness and support. Promote psycho-social wellness of employees. Promote physical wellness of employees through Sports and Recreation. Monitor programmes to manage lifestyle diseases and health risks. Effective and efficient administrative support in the mitigation of the impact on HIV, TB and STI epidemic. Mainstream HIV, TB and STI within the department. Ensure the reduction of the number of HIV infections through compressive HIV prevention. Ensure client's files are updated and kept confidential. Handling of routine enquiries from employees, including external stakeholders. Provide secretarial services during meetings.

**ENQUIRIES**

: MS C Ratseane Tel No: 018 391 4372

**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.  
**ERRATUM:** Kindly note that the advert for the post of 10/356: Clinical Programme Co-Ordinator Grade 1 (HIV/AIDS/STI/TB Coordinator) George Sub-sub-district, Garden Route District, Salary: R464 466 per annum, advertised in the Public Service Vacancy 10 dated 17 March 2023 with Ref No: Post 10/356, has been cancelled.

**OTHER POSTS**

**POST 11/192** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT**  
Directorate: Information Technology

**SALARY** : R766 584 per annum, (A portion of the package can be restructured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
: Minimum educational qualification: Appropriate three-year National Diploma or Degree for records management and may include the fields of Informatics, Management, or Administration. Experience: Appropriate middle management experience. Appropriate experience in the development and maintenance of records management programmes. Appropriate experience in electronic content management systems. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to register with the Information Regulator of SA as a Deputy Information Officer. Competencies (knowledge/skills): Strategy and Policy Development. Governance and Leadership. Business Communications. Understanding the Role and Use of Information Technology. Relationship Management. Knowledge of laws, regulations and provincial policy related to records management. Familiar with promotion of access to information and the protection of personal information.

**DUTIES** : Manage the resources (Human Resources, Finances & Equipment) of the Sub-directorate. Facilitate alignment with the Department's strategic goals. Develop, coordinate and manage relevant strategies. Monitor and improve compliance with the relevant regulatory framework. Facilitate projects and implementations that enhance efficiency. Facilitate empowerment and change management. Provide appropriate support to the Information Officer. Ensure compliance with the Act and procedures of the Information Regulator of SA. Monitor and improve internal processes and procedures. Promote cooperation across the department. Provide appropriate support to the Information Officer. Contribute to the implementation and maintenance of compliance. Facilitate efficient adoption of relevant POPIA processes.

**ENQUIRIES APPLICATIONS** : Mr S Mkhonza, email: [Sibusiso.Mkhonza@westerncape.gov.za](mailto:Sibusiso.Mkhonza@westerncape.gov.za)  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 18 April 2023

**POST 11/193** : **ASSISTANT MANAGER NURSING (SPECIALTY AREAS) – THEATRE; INTENSIVE CARE; EMERGENCY CARE; PSYCHIATRY**  
Chief Directorate: Rural Health Services

**SALARY** : R642 942 per annum (PN- B4)

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of ten years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six 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/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, standby, and weekend cover for nursing and travel to attend official meetings and/or training. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness and ability to act for another member of the Nurse Management team – including night duty. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values aligned with the Department of Health: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal, communication and supervisory skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management) and passionate about people development. Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

**DUTIES**

: Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Management all aspects of human resources – including people development and labour relations. Management of material and financial resources – including bed management. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

**ENQUIRIES**

: Ms RM Bezuidenhout Tel No: (023) 348 1104

**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**

: 18 April 2023

**POST 11/194**

: **ASSISTANT MANAGER NURSING (SPECIALTY: OBSTETRICS; PAEDIATRICS; NEONATOLOGY; NURSE TRAINING)**  
Chief Directorate: Rural Health Services

**SALARY**

: R642 942 per annum

**CENTRE**

: Worcester Regional Hospital

**REQUIREMENTS**

: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the post: Medical and Surgical Nursing



Science: Child Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC in the relevant specialty. 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/recognisable experience at management level. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness and ability to act for another member of the Nurse Management team – including night duty. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health & Safety and Risk Management including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial & leadership skills and values aligned with the Department of Health: integrity, innovative visionary, catalyst for change, self-awareness & confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal, communication and supervisory skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management) and passionate about people development. Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

**DUTIES**

Overall coordination, implementation and monitoring of the strategic objectives of nursing, the nurse training component, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks, including nurse training. Management all aspects of human resources – including people development and labour relations. Management of material and financial resources – including bed management. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions and training. Policy development and implementation.

**ENQUIRIES**  
**APPLICATIONS**

: Ms RM Bezuidenhout Tel No: (023) 348-1104  
: 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. Shortlisted candidates may be subjected to a practical and / or competency test.

**CLOSING DATE**

: 18 April 2023

**POST 11/195**

: **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE)**  
West Coast District

**SALARY**

: Grade 1: R400 644 per annum (PN-B1)  
Grade 2: R492 756 per annum (PN-B2)

**CENTRE**

: Piketberg Clinic, Bergriver-Sub-district

**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 and Midwife. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as

		Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.
<b><u>DUTIES</u></b>	:	The effective management and execution of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.
<b><u>ENQUIRIES</u></b>	:	Ms ME Ramokgadi Tel No: (022) 913 3062
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>FOR ATTENTION</u></b>	:	Ms LM Titus
<b><u>NOTE</u></b>	:	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. This concession is only applicable to candidates who apply for the first time for registration.
<b><u>CLOSING DATE</u></b>	:	18 April 2023
<b><u>POST 11/196</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery and Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health. Registration with a professional council: Registration with the SANC as Professional Nurse with Occupational Health Nursing Science and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: A valid code (B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape, including English. Competencies (knowledge/skills): Good understanding of Occupational Health services rendered at a Healthcare Facility. Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and Policies that governs Occupational Health and Safety. Effective interpersonal, leadership, decision making and conflict resolution skills. Demonstrate a good understanding of people management and financial policies and practices. Practical knowledge of

- research methodology and Quality Management. Computer skills, communication skills and presentation skills.
- DUTIES** : Provide and manage a basic Occupational Health Service and refer to appropriate level of care when necessary. Coordinate health promotion and wellness initiatives. Provision of advisory services on OHS matters. Conduct Occupational Health Risk Assessments and develop Quality Improvement Plans in collaboration with Management Team. Ensure legal compliance with Occupational Health Policies, OHS Act and related Statutes. An effective and efficient administrative system/control for the occupational health service. Training in line with OHS Acts and Regulations.
- ENQUIRIES** : Ms S Nieuwoudt Tel No: (023) 348-6455
- 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. Shortlisted candidates may be subjected to a competency test. "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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification Occupational Health Nursing Science.
- CLOSING DATE** : 18 April 2023
- POST 11/197** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: IPC AND OHS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R400 644 per annum (PN-B1)  
Grade 2: R492 756 per annum (PN -B2)
- CENTRE** : Western Cape Rehabilitation Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems informaton, compile reports and present the data to direct planning. Knowledge of Project- and Financial Management. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office).
- DUTIES** : Support the Health Establishments (HE) staff meet the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital Realisation and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training database. Monitor data quality in the Health Establishment.
- ENQUIRIES** : Ms I Jacobs Tel No: (021) 370 2486
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

- NOTE** : Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Occupational Health Nursing Science.
- CLOSING DATE** : 14 April 2023
- POST 11/198** : **ASSISTANT DIRECTOR: FINANCE**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R393 711 per annum
- CENTRE** : Office of the Chief Directorate, Bellville Health Park
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Finance and Conditional Grants. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Organisational, managerial, and leadership skills and an aptitude for working with financial figures. Ability to analyse and interpret financial information and to ensure informed decision making. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of relevant financial management prescripts, departmental policies, delegations and procedures, PFMA, DORA frameworks, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Knowledge of Sound financial management, project management and strategic planning.
- DUTIES** : Complete financial inputs in the formulation of conditional grant business plans. Assist with the compilation and revision of main budget for the conditional grants, in alignment with business plan in the form of adjusted estimates and revised business plans. Monitor conditional grant & donor expenditure and report monthly to management. Identification and correction of incorrect expenditure and authorising of payments. Complete monthly BMI projections, IYM tool and NDoH variance report. Conduct regular visits to District and Sub-structure offices and provide guidance on BMI's completion in relation to Conditional Grants. Management of staff and provide training.
- ENQUIRIES** : Mr A Ngantweni Tel No: (021) 815-8617
- 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. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 18 April 2023
- POST 11/199** : **ARTISAN FOREMAN GRADE A TO B (MECHANICAL)**
- SALARY** : Grade A: R318 090 per annum  
Grade B: R380 694 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy. In depth knowledge of Steam reticulation systems. Knowledge of pumps and Knowledge of OHS act.
- DUTIES** : Supervise staff in Workshop and produce designs and objects with materials and equipment according to job specifications and standards. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and

maintenance problems and render technical advice and ensure quality assurance of all work performed. Repair and install Mechanical equipment at health facilities, plants and buildings according to standards. Keep a register of all work done, keep control of job cards and compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations. Perform administrative duties and assist the Chief Artisan with personnel progress reports. Assist the Chief Artisan with the ordering, procurement and control of maintenance material and equipment.

**ENQUIRIES** : Mr D Dryling Tel No: (021) 938-4241  
**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** : 18 April 2023

**POST 11/200** : **INDUSTRIAL TECHNICIAN: PRODUCTION**  
Head Office

**SALARY** : R269 214 per annum  
**CENTRE** : Directorate: Health Technology (Clinical Engineering), Goodwood Electronics Unit  
**REQUIREMENTS** : Minimum educational qualification: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics. Experience: Appropriate experience with repair and maintenance to electronic circuits, systems, and related medical equipment or demonstrate an aptitude for this type of work. Inherent requirement of the job: Valid driver's licence and competent to drive. Willing to work overtime, stay away, and travel throughout the Western Cape Province. Good written and verbal communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with the repair of electronic equipment. Computer literate.

**DUTIES** : Support the Section Head by completing tasks within time limits. Liaising with clients with regard to information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, and consideration of operational requirements and assisting with training of staff and operators. Admin duties in the Section: Requesting of parts and service via LOGIS system. Maintaining Maintenance Management and internal records. Write reports and assist with specifications. Production: To carry out maintenance, repairs, and installation of electronic and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

**ENQUIRIES** : Mr Ken Lutchman Tel No: (021) 590-5005  
**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 will be required to undertake a practical test.  
**CLOSING DATE** : 18 April 2023

**POST 11/201** : **PERSONAL ASSISTANT (X2 POSTS)**

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office, Cape Town  
Directorate: Employee Relations (Stationed at Stikland Hospital) (X1 Post)  
Directorate: People Management Planning and Practices (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align with the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to senior management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and PowerPoint). Very good interpersonal skills and be able to work under pressure in a highly

unionized environment. Good planning and organisational and presentation skills. Good mathematical and accounting skills.

**DUTIES** : Ensure the effective functioning of the office of the Director. Management the electronic document tracking system. Execute office and general administrative duties. Render a secretarial support service to the Director. Manage and maintain the diary of the Director. Manage travel arrangements of the Director. Render support to the budget of the Directorate. Study all relevant Public Service and Departmental policies and prescripts and documents and ensure proper application thereof.

**ENQUIRIES APPLICATIONS** : Adv W Small Tel No: (021) 831-5852 / Ms R Shade Tel No: (021) 483-3717  
: 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** : 18 April 2023

**POST 11/202** : **STATE ACCOUNTANT**  
Directorate: Management Accounting  
Sub-Directorate: Strategic Budget Analysis (Bellville Health Park, Bellville)

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject. Experience: Appropriate experience. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: A valid Code B/EB driver's license. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word and SQL. Advanced Excel skills e.g., the ability to program excel. Excellent interpersonal skills and the ability to interact with a broad range of users. Skills in Research and analytical thinking, the ability to analyse information, solve problems, and to prepare complex reports. Ability to work under pressure and overtime when required. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.

**DUTIES** : Extraction of data from relevant databases, enhancing data integrity. Design and maintain a central database. Execute research, analyse information, and compile reports. Generate reports for management and other decision-makers, with regular reporting to various monitoring and evaluation committees. Training and assistance to be given to hospital staff on financial models.

**ENQUIRIES APPLICATIONS** : Mr J Sauls Tel No: (021) 815-8614  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates must be prepared to do a test as part of the evaluation process.  
**CLOSING DATE** : 18 April 2023

**POST 11/203** : **DATA CAPTURER: ECM AND MOBILE DATA: INFORMATION MANAGEMENT**  
Directorate: Information Management (Based at Tygerberg Hospital)

**SALARY** : R151 884 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in DOH Information Management and Office Administration. Inherent requirements of the job: Valid (Code B/EB) driver's license. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): DOH Enterprise Content Management (ECM) and Mobile Application Operational Governance. Administrative Governance Management for ECM and Mobile Applications Processes and protocols. Knowledge of DOH ECM, Mobile Applications, and Operations. Willingness to work overtime to deliver efficient Governance Support and Administration. Manage and co-ordinate. Request for Information from the Auditor General of South Africa pertaining to ECM and Mobile ICT Audits. Advance Computer literacy (MS office

suite). Excellent communication, interpersonal, and teamwork skills. Knowledge of health services in the Western Cape. Knowledge or Experience in DOH ECM and Mobile Applications.

**DUTIES** : Perform administrative role as a member of the information management team and participate in health information coordination activities. Support local office and incumbents wrt documentation, setting up spreadsheets, and Managing the Digital Governance workspace in ECM. Dealing with Audit Requests and Requirements across the ECM and Mobile Operational structure. Coordinate ICT Audit requirements and the Auditor General RFI Requests and Submissions. Facilitate and provide support to eHealth systems, including assisting with access management, Data Hygiene, and Operational Governance. Assist with general office administration, e.g., administrative duties and setting up of meetings and minute taking. Assist with ad-hoc administrative requests.

**ENQUIRIES** : Mr D Pillay Tel No: (021) 938-6506  
**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** : 18 April 2023

**POST 11/204** : **HOUSEKEEPING SUPERVISOR**  
Overberg District

**SALARY** : R151 884 per annum  
**CENTRE** : Otto du Plessis Hospital  
**REQUIREMENTS** : Minimum requirements: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate cleaning, linen, and housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, and overtime when required to ensure the effective provision of services. Willingness to undergo formal/informal in-service training and to train subordinates. Ability to communicate (read, write, and speak) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic computer literacy. Ability to manage, supervise and discipline staff members and to optimally utilise housekeeping and laundry staff. Knowledge and understanding of hospital waste management, linen management, Infection Prevention and Control, and OHS. Must have proper working knowledge of all cleaning and housekeeping policies, protocols, procedures, and of inventory/stock control.

**DUTIES** : Responsible for overall control, organising, performing, and coordinating tasks related to housekeeping, linen, waste management and maintaining a high standard of cleanliness and hygiene within the hospital. Audit and evaluate hospital hygiene standards. Management of infection control and health and safety policies. Good interpersonal relationships with all members of the multidisciplinary team including contracted staff such as cleaning, pest control, and waste management. Supervise and ensure the effective use and maintenance of supplies, equipment, and linen in accordance with legislation and policies. Responsible for the management and supervision of housekeeping and laundry staff, including performance management and disciplinary processes. Effective support to supervisor and other departments in the hospital.

**ENQUIRIES** : Mr T de Wet Tel No: (028) 514-8016  
**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 18 April 2023

**POST 11/205** : **PORTER**  
Chief Directorate: Rural Health Services

**SALARY** : R107 196 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a health environment. Inherent requirement of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober

habits, physically fit and lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Ability to communicate in at least 2(two) of the 3(three) official languages of the Western Cape. Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

**DUTIES** : Safe transport of patients on trolleys, beds and wheelchairs to and from different departments and in and out of ambulances and private vehicles. Ensure a safe and hygienic work environment. Respond to requests from wards, laboratories and blood bank with regards to delivering and collecting of specimens and other blood products. Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment. Effective and efficient control of equipment and reporting of any defects of trolleys, beds and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Relief supervisor when required.

**ENQUIRIES** : Ms GP Storm Tel No: (021) 860-2844

**APPLICATIONS FOR ATTENTION** : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.

**NOTE** : Mr K Cornelissen

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
18 April 2023

**POST 11/206** : **GENERAL WORKER STORES ASSISTANT: RESCUE AND SPECIAL EVENTS**  
Chief Directorate: Emergency and Clinical Service Support

**SALARY** : R107 196 per annum

**CENTRE** : EMS Rescue (Pinelands)

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a medical and rescue stores environment. Inherent requirements of the job: Valid code EB driver's license (more than 5years) with valid PRDP. Be physically fit. Must be available to work flexi hours & to report for duty for major incidents. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Have a good knowledge of working and handling of rescue equipment and systems. Ability to work in a team. Ability to pick up heavy boxes and rescue tools. Willingness to assist with stock-taking.

**DUTIES** : Be able to assist with any other duties in a medical rescue environment. Assist storeman to issue and deliver medical and rescue equipment. Assist with the moving of heavy equipment (assets). Clean stores and rescue tools on a regular basis. Any ad-hoc duties.

**ENQUIRIES** : Mr Christians Tel No: (021) 508-4526/7

**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** : 18 April 2023

#### **PROVINCIAL TREASURY**

**CLOSING DATE** : 14 April 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. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA



directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 11/207** : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: (PT 05/2023)**

**SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15), (all-inclusive salary package)  
 : Provincial Treasury, Western Cape Government  
 : An appropriate undergraduate qualification and a Masters level post-graduate qualification (NQF level 9) as recognised by SAQA; Minimum of 8 years appropriate senior management experience; and Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; Demonstrated ability to design and lead public budgeting and financial management reform programmes; and A valid driving licence. Competencies: Demonstrate expertise and experience of the following: Public Financial management systems; Strategic Management and Leadership; Budget systems; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients; People and Financial Management; and Financial norms and standards.

**DUTIES** : Strategic Management: Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. This includes the following broad areas of service delivery: Oversee and strengthen the fiscal framework for the provincial government, including leading research into new and existing revenue sources; Promote effective financial resource allocation for provincial government and provide for economic analysis and advice that informs fiscal policy and the budget allocation process; Evaluate and improve the credibility and sustainability of the provincial budget as well as to monitor the implementation thereof; Improve budget planning and implementation of municipalities to facilitate improved responsiveness of its budgets to socio-economic realities; Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities; Promote the effective and efficient management of movable assets and infrastructure delivery and advise departments and municipalities on PPP projects; Render business information and data management services. Line Management: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch. Lead the development and management of the strategic and business plans for the Branch. Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards. Report to the Head Official on a regular basis on the activities of the Branch. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources employed by it. Human Resource Management: Ensure and participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch's

Business Plan. Motivate, train and guide staff within the Branch, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Branch. Monitor information capacity building within the Branch. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Branch. Promote sound labour relations within the Branch. Actively manage and promote the maintenance of a high performance culture and discipline within the Branch. Financial Management: Lead the budgeting process at Branch level. Lead the Annual and Adjustment Budgets for the Branch. Assume direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure. Assume direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Report to the Accounting Officer on all aspects of the Branch's finances. Perform diligently all duties assigned by the Accounting Officer. Assume overall responsibility for the management, maintenance, and safekeeping of the Branch's assets. Ensure that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr. David Savage Tel No: (021) 483 6267
- : 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>