



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2023

DATE ISSUED 31 MARCH 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF WATER AND SANITATION:** Head Office (Pretoria): Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 11 dated 24 March 2023, Deputy Director: HR Appointments Ref No: 110423/02 and Assistant Director: HR Information Management Ref No:110423/05, the posts have been withdrawn.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	03 - 12
DEFENCE	B	13 - 15
EMPLOYMENT AND LABOUR	C	16 - 23
FORESTRY, FISHERIES AND THE ENVIRONMENT	D	24 - 27
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	E	28 - 29
GOVERNMENT PENSION ADMINISTRATION AGENCY	F	30 - 35
GOVERNMENT TECHNICAL ADVISORY CENTRE	G	36 - 39
DEPARTMENT OF HEALTH	H	40
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	41 - 46
NATIONAL PROSECUTING AUTHORITY	J	47 - 51
NATIONAL SCHOOL OF GOVERNMENT	K	52 - 55
OFFICE OF THE CHIEF JUSTICE	L	56 - 58
OFFICE OF THE PUBLIC SERVICE COMMISSION	M	59 - 61
PLANNING, MONITORING AND EVALUATION	N	62 - 64
SMALL BUSINESS DEVELOPMENT	O	65 - 68
SPORT, ARTS AND CULTURE	P	69 - 75
STATISTICS SOUTH AFRICA	Q	76 - 91
TRADE INDUSTRY AND COMPETITION	R	91 - 93
TRANSPORT	S	94 - 95

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	T	96 - 120
FREE STATE	U	121
GAUTENG	V	122 - 140
KWAZULU NATAL	W	141 - 157
NORTH WEST	X	158 - 180
WESTERN CAPE	Y	181 - 188

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 19 April 2023 at 16:00

NOTE

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or 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.

ERRATUM: The position of Assistant Director: Support Services with Ref No: 3/2/1/2022/690 in the Directorate: Corporate Services: KwaZulu Natal (Pietermaritzburg) that was advertised in Public Service Vacancy Circular no 44 of 2022 dated 18 November 2022 and The position of Chief Professional Surveyor with Reference number 3/2/1/2023/274 in the Directorate: Examination Services: Western Cape that was advertised in Public Service Vacancy Circular no 11 of 2023 dated 24 March 2023 Has reference. The post Assistant Director: Support Services with reference number 3/2/1/2022/690 has been withdrawn. The position of Chief Professional Surveyor with Reference number 3/2/1/2023/274, kindly note the center will be

Directorate: Examination Services: Western Cape (Cape Town). The Department apologises for any inconvenience caused.

OTHER POSTS

- POST 12/01** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/300**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R939 408 – R1 755 627 per annum (Salary will be in accordance with the OSD requirements)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : 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 licence.
- DUTIES** : 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: (012) 326 8050
- APPLICATIONS** : 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 12/02

: **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: 3/2/1/2023/293**
Directorate: Financial Accounting

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 9)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Public Administration / Commerce / Auditing / Financial Management / Accounting / Cost and Management Accounting. Minimum of 3 years' experience at a senior state accountant level (8) in the financial reporting environment. Job related knowledge: Policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS). A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Pastel. Public Financial Management Act (PFMA). Treasury Regulations. Procurement Procedures. Job related skills: Supervision skills. Communication skills (verbal and written). Interpersonal relations. Planning and organising skills. A valid driver's licence.

DUTIES

: Manage the recovery debts owed by employees (current and ex-employees). Manage the instructions / invoices / credit notes received from other Directorates in the Department regarding employee and trade debt. Manage, control and evaluate the database of debtors who owe the Department. Trace debtors who are in debt to the Department for outstanding debt. Put the debtor "in mora" for 30 days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtor. Setup payment plan and negotiate with the debtors. Make recommendations and decisions in respect of repayments of outstanding debt. Analyse Pastel Evolution reports for debtors whose accounts are outstanding for longer than 60 days. Monitor, verify and check all submissions pertaining to the referral of outstanding debtor's accounts to the State Attorney for recovery. Control and monitor the follow up with State Attorneys on a monthly basis. Monitor the monthly payment of accounts. Maintaining accurate, up-to-date debtor's account information by analysing, reports and improving work procedures and frameworks. Control and monitor submissions in respect of the write off of outstanding debt and report monthly on all write-offs. Manage the recovery of farmers debts (loans, leases, trade etc). Manage, control and evaluate the database of debtors who owe the Department. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Make recommendations and decisions in respect of payments of outstanding debt and the releasing of securities or the renouncing of the State cover over the immovable properties. Co-ordinate, control and monitor the instruction to the Debt Security Inspection (DSI) for the inspection of securities on the farms as well as to provide this office with a financial report from the debtor. Monitor, verify and check all submissions pertaining to the referral of outstanding debtor's accounts to the State Attorney for recovery by taking legal action and instruction to the State Attorney for the execution of movable assets. Control and monitor the follow up with State Attorneys on a monthly basis. Monitor the annual / quarterly and monthly payment of accounts. Maintain, control and verify the security register and reconcile with each security file of the debtors. Maintaining accurate, up-to-date debtor's account information by analysing, reports and improving work procedures and framework. Control and monitor submissions in respect of the write off of outstanding debt and other delegation in respect of agriculture debt and report monthly on all activities in the division. Monitoring of suspense account. Analyses and interpret the different loan agreements and conditions of the loans under the Agriculture Debt Management Act and delegations. Negotiate with the State Attorney and the debtor's Attorney on the way forward or to sell the asset of the bad payers or for instalment payments and attend court cases. Improving policies procedures and the 3 different frameworks for the recovering of debt. Manage the accounting of departmental debt. Ensure the correctness of debtors account by verifying transaction on the different financial systems. Monthly compliance and In Year Monitoring report (IYM). Verify the reconstruction of Debtor's accounts. Reconcile the systems with the bank accounts. Reconcile monthly Pastel and the debtor system with BAS. Maintain the compliance with the Auditor-General and Ministerial enquiries. Analyses and investigate problems experience on the debtor system and report the faults to the System Controller and the contractors of the debtor system. Analysis on a monthly basis all financial reports on the different financial systems to improve the control and procedures and management of the reports. Compile and maintain records for interim and annual financial statements. Compile statement of financial performance, statement of financial position, cash flow statement, statement of changes in net equity, notes and annexures. Verification and reconciling of the said statements, notes and annexures with the appropriation statement and subsequent notes. Compilation and verification of working papers with schedules and portfolio of evidence received from various sources. Coordination and follow-up of outstanding

inputs to ensure the adherence of scheduled review meetings and legislative due dates for submission. Maintain records for input to the Annual Financial Statements (AFS) and the Interim Financial Statements (IFS) in accordance with the PFMA, Accounting Manual for Departments and the Modified Cash Standards. Monitor and manage the month-end closure on BAS, preparation and verification of the monthly reporting and manage and monitor the correction of suspense (ledger) accounts and expenditure allocations. Manage and monitor the month-end closure on Bas. Manage and monitor the compilation and submission of the compliance report to National Treasury. Manage and monitor the request of BAS report on theft and loss and verify the supporting documents with BAS reports. Ensure that expenditure is classified according to National Treasury Regulations Standard Chart Accounts prescripts and circulars.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel: (012) 319 6780
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 12/03

: **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2023/292**
Directorate: Financial Accounting

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 9)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Financial Accounting / Finance Management / Cost and Management Accounting. Minimum of 3 years' experience at supervisory level (senior state accountant) in the financial reporting environment. Job related knowledge: Financial systems: Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Safety web. Computer accounting software: Microsoft Excel and Word. Generally Accepted Accounting Principles (GAAP). Knowledge of Financial Accounting Systems. Job related skills: Computer literacy. Communication skills (verbal and written). Organisation skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills. Financial management skills. A valid driver's licence.

DUTIES

: Manage, monitor and verify the Pay Master General (PMG) and commercial bank accounts of the department. Manage, monitor and verify the bank reconciliation and requisition of funds. Manage, monitor and verify the cash and cash equivalent ledger accounts and the monthly reporting for the compliance certificate. Manage the administration of the commercial bank accounts. Review and compilation of the policies and Standard Operating Procedures. Manage, monitor and verify the collection of the departmental revenue. Manage and monitor the collection of revenue, revenue related ledger accounts and inputs to the compliance certificate. Manage and monitor the revenue inputs for: In Year Monitoring (IYM), Revenue 42, Estimates of National Expenditure (ENE) / Adjusted Estimates of National Expenditure (AENE). Manage and oversee the annual review of revenue tariffs, sources and free services. Review and compilation of the policies and Standard Operating Procedures. Compile Annual Financial Statements (AFS) and quarterly Interim Financial Statements (IFS) in accordance with the Public Finance Management Act (PFMA), Accounting Manual for Departments (AMD) and the Modified Cash Standards (MCS). Review, analyse and validation of supporting documents for inputs to the IFS / AFS in terms of the AMD and MCS for completeness and accuracy. Completion and preparation of the IFS / AFS template and working papers for the following notes: Employee Benefits, Lease commitments, Impairment, Irregular / fruitless expenditure. Accrued Departmental Revenue. Operating Lease Revenue. Manage, monitor and oversee month-end closures on BAS. Request and monitor reports of all suspense accounts and initiate and oversee corrections. Verify and monitor the suspense accounts that should be or preferably be zero before closure of a month. Communicate information to the different divisions to clear the amounts before the month-end closure. Ensure that all requirements have been met to close at prescribed date on BAS. Process and oversee the month end closure on BAS.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel: (012) 319 6780
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 12/04 : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: 3/2/1/2023/291**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 8)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Financial Accounting / Commerce. Minimum of 2 years' experience in Financial Accounting environment. Job related knowledge: Treasury Regulations. Public Finance Management Act (PFMA). Personnel and Salary Administration (PERSAL) system. Basic Accounting System (BAS). Computer accounting software. Generally Accepted Accounting Principles (GAAP). Job related skills: Computer literacy. Supervisory skills. Tax administration. Communication skills (verbal and written). Planning and organizational skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills. Financial management skills. A valid driver's licence.

DUTIES : Manage the activities of the function personnel remuneration. Control over distribution of the advices and / or documents for deduction / payments requires / recalculations. Control the work in the office regarding all salary related payments / deductions / recalculations of PERSAL, BAS and Excel. Keep up to date with policies and prescripts. Apply risk control measures with regard to payments / deductions. Report new identified risks, fraud and irregularities. Comply with Section 48 of the PFMA. Control over maintenance order and South African Revenue Service (SARS) garnishee orders on PERSAL. Control over General Journals and payments on BAS. Control over batches control. Control over payrolls. Control over salary reconciliations. Authorise PERSAL and BAS transactions. Manage service termination, sanctions, salaries suspense accounts, arbitration awards and interdepartmental claims. Control of all the tasks for service terminations from the Department when the notification / documents / advices are received according to the checklists provided. Control over BAS payments to beneficiaries when applicable in the case of terminations. Control over implementation of sanctions, disciplinary hearing and arbitration awards. Control over Salary (SAL): Reversal and Tax Debt ledger accounts and report monthly on the outstanding cases. See that proper follow-up work is done. Control over all written / telephonic / in-person enquiries. Manage tax and submission of tax reconciliation. Administration of tax and submission of tax. Attending to tax enquiries. Compile BAS / PERSAL interface reconciliation. Print reports from BAS and Vulindlela. Reconcile the interface.

ENQUIRIES APPLICATIONS : Ms SH Sambo Tel: (012) 319 6780
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 12/05 : **SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: 3/2/1/2023/299**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 8)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Accounting Sciences / Auditing / Commerce. Minimum of 2 years' experience working within debtor's environment. Job related knowledge: Treasury or Financial Regulations or Public Finance Management Act (PFMA). Basic Accounting System (BAS). Reporting knowledge. Procurement Procedures. Debtors management. Medium-Term Expenditure Framework (MTEF). Public Financial Services Agency (PFSA). Job related skills: Planning and organising skills. Computer literacy. Communication skills (Verbal and written).

DUTIES : Render the recovery debts owed by employees (current and ex-employees). Trace debtors who are in debt to the Department for outstanding debt. Put the debtor "in mora" for 30days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtor. Setup payment plan and negotiate with the debtors. Implement salary deduction. Ensuring that statements are sent on monthly basis. Ensuring that individual file is opened and communication between debtors' section and debt is done. Ensuring that

all take on are registered with correct documentation. Render the recovery of debts. Monitor the annual / quarterly and monthly payment on suspense accounts. Verify, monitor and authorise transaction on BAS. Maintaining accurate, up-to-date debtor's account information by analysing, reports and improving work procedures and frameworks. Analyse debtors Age Analysis and recommend write-off. Review write off submission. Communicate with officials and provide guidance on long outstanding balances. Handing over old cases to State Attorneys / connection agency. Control and monitor the follow up with State Attorneys on a monthly basis. Arrange meeting with stakeholders to discuss matters that are under debt account. Render the accounting and financial transaction of departmental debt. Ensure the correctness of debtors account by verifying transaction on BAS. Reconcile debt account with the suspense accounts. Reconcile monthly reporting and age analysis with BAS. Compile monthly, interim and annual financial statements pertaining to the departmental debt. Prepare statement of change in net assets. Prepare impairment and Receivables including the split between current and non-current as per National Treasury. Render effective of supervision of human resource. Evaluate and monitor employee's performance and appraisal. Develop and adjust work plan. Ensure capacity and development of staff. Organise, plan and divide work to maximise productivity. Maintenance of records and register.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel: (012) 319 6780
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 12/06

: **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/297**
 Directorate: Cadastral Information, Maintenance and Supply Services

SALARY

: R326 031 – R495 099 per annum (The salary will be determined in accordance with the OSD)

**CENTRE
REQUIREMENTS**

: Mpumalanga (Mbombela)
 : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.

DUTIES

: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

**ENQUIRIES
APPLICATIONS**

: Ms Z Hadebe Tel: (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

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

- POST 12/07** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/298**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R326 031 – R495 099 per annum (The salary will be determined in accordance with the OSD)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms Z Hadebe Tel: (013) 754 8020
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 12/08** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/295**
Directorate: Corporate Services
- SALARY** : R269 214 per annum (Level 7)
- CENTRE** : Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms S Budhoo Tel: (033) 264 9519

APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 12/09 : **GEOMATICS OFFICER REF NO: 3/2/1/2023/289**
Directorate: Mapping Services

SALARY : R218 064 per annum (Level 6)
CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.

DUTIES : Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flightlines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.

ENQUIRIES : Mr Y Rasonti Tel: (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, 5th Floor, Cape Town, 8001

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

POST 12/10 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/296**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R218 064 per annum (Level 6)
CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : 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 : Ms Z Hadebe Tel: (013) 754 8020
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

POST 12/11 : **SECRETARY REF NO: 3/2/1/2023/290**
 Directorate: Human Resource Strategy, Planning And Systems

SALARY : R181 599 per annum (Level 5)
CENTRE : Gauteng (Pretoria)
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 PJ Van Niekerk Tel: (012) 312 8792
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 12/12** : **FINANCIAL CLERK REF NO: 3/2/1/2023/294**
Directorate: Financial Accounting:
- SALARY** : R181 599 per annum (Level 5)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES** : Ms SH Sambo Tel: (012) 319 6780
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF DEFENCE

- 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 POSTS

- POST 12/13** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT (ARMAMENT ACQUISITION): REF NO: CFO 23/2/1**
- SALARY CENTRE** : R766 584 per annum (Level 11) (all-inclusive salary package).
: Finance Management Division, Chief Directorate Budget Management, Sub-directorate: Budgeting, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a three-year B Com Degree/National Diploma in Financial Management/Accounting/Cost and Management Accounting. A minimum of five (5) year's budget management, budget preparation, capital acquisition, management accounting experience on a post of an Assistant Director or equivalent level. A thorough working knowledge of the project management process and capital projects acquisition. Good working knowledge of Public Sector budgeting process Medium Term Expenditure Framework, project management and risk management. Vast knowledge of the project financial management process including projects financial celling and projects expenditure. Proficient in financial regulatory frameworks in the Public Service (Public Finance Management Act, Treasury Regulations), augmented with sound working knowledge of acquisition/procurement policies, processes and procedures. A good understanding and interpretation of Public Service financial prescripts. Experience in report writing and effectively apply budget policy. Computer literacy, client orientation, problem solving and good communications skills both verbal and written. People management and empowerment, good leadership skills, accuracy and attention to detail. Excellent analytical and numerical skill particularly regarding the financial management of multi-year acquisition projects. Ability to work well under pressure and respond professionally under difficult situations towards senior and military personnel.
- DUTIES** : Execute all armament acquisition responsibilities for the Department of Defence (DOD) as specified by the Public Finance Management Act (PFMA) and the Treasury Regulations and budget policies. Manage South African National Defence Force Capital projects financial ceilings by effectively monitoring financial baseline. Provide financial information and advice to the Armament Acquisition Control Board. Evaluation of the Special Defence Account estimates and ensures that projects are properly executed. Maintain and update the Department of Defence Project Information Navigation Tool

(PINT). Monitor and report on project expenditure trends. Update and maintain a budgeting support tool and costing model, which is accurate, valid and reliable. Management of Armament Acquisition budget by providing advice to projects officers and budget managers. People management and empowerment by ensuring continuous competency improvement of personnel within the span of control. Management of the Finance Management Division Website. Attend to other tasking by the leadership of financial management division.

ENQUIRIES APPLICATIONS : Ms O.M. Goane, Tel: (012) 355 5808.

NOTES : Preference will be given to African females, Indian males, Indian females, Coloured males, Coloured females, and Persons with Disabilities.

POST 12/14 : **PERSONNEL OFFICIAL: (PRODUCTION) REF NO: DHRCM/15/12/23/01 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 5)
: D HR CM (PSAP), Bank of Lisbon, Pretoria.
: Grade 12 (NQF Level 4). Experience in Mainframe/Persol Orientation and in Human Resource will be an added advantage. Special Requirement (skills needed): Must be computer literate (MS Word/ MS Excel/ MS PowerPoint and Internet usage). Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

DUTIES : Provide personnel administrative support wrt the placement of advertisement in the DOD, broader Public Service, also daily manage the applications of advertised posts. Attend shortlisting and selection board as HR rep's/administration assistance (secretarial assistance) and prepare minutes for signature chairperson, prepare and present submission for approval to higher authority. Compilation of appointment letters after approval obtained. Conduct verification of qualification and send to SAQA, prepare and present submission for preliminary vetting to DI. Maintain safekeeping of finalized advertisement and submission in cabinet. Provide an internal consultancy service to line managers and clients iro staffing matters and the rules & regulations that regulate the recruitment process, compilation of letters iro general staffing enquiries.

ENQUIRIES APPLICATIONS : Ms T.N. Gqunu, Tel: (012) 339 5421.
: Department of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, Pretoria.

NOTE : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.

POST 12/15 : **FOREMAN CLEANER REF: DOD/01/12/23/04 (2 X POSTS)**

SALARY CENTRE REQUIREMENTS : R128 166 per annum (Level 3)
: Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria
: A minimum of Grade 10 or ABET L1-4. Special requirements (Skills needed): Ability communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Working relations with others.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES APPLICATIONS : Maj I.E. Chake – Tel: (012) 355 5526/ Lt R.R. Smith Tel: (012) 355 5258.
: Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag x161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213

POST 12/16 : **FOOD SERVICE AID II REF NO: SADIC/12/12/23/01 (2 POSTS)**

SALARY CENTRE : R107 196 per annum (Level 2)
: Defence Intelligence, SA Defence Intelligence college (SADIC), Monument Park.

- REQUIREMENTS** : Grade 3-9 or ABET Level 1 – 4. Special requirements (skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc.
- DUTIES** : Rendering assistance to the Chefs in the executing of functions. Obtain all necessary information wrt catered functions, accommodation and resources that may be required. Ensure that tables are laid up to the required standard or according to type of the function. Ensure that personal hygiene is of the highest standard. Ensure that the food preparations is done under the highest hygienic condition. The food must be tastefully prepared and not over-cooked. Ensure that all meals are timeously prepared. Ensure that the appearance of the meals is of the highest standard. Ensure that the food is neatly and attractively displayed e.g. during functions, Buffet meals. Ensure that equipment is not removed without the Guesthouse manager permission and signature. Report any losses, damages or defects immediately to the Guesthouse manager so that speedy repairs or possible replacements can take place.
- ENQUIRIES** : WO1 Y.D. Dyers Tel (012) 315-0959 or SSgt S. Mokwebo, Tel (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. 208 Johann Rissik Drive, Waterkloof Ridge.
- POST 12/17** : **CLEANER II: REF NO: SADIC/12/12/23/02**
- SALARY** : R107 196 per annum (Level 2)
- CENTRE** : Defence Intelligence, SA Defence Intelligence college (SADIC), Monument Park.
- REQUIREMENTS** : Grade 3-9 or ABET Levels 1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Cleaning skills. Must be physically healthy.
- DUTIES** : Cleaning of restrooms. Cleaning the kitchen. Cleaning the tea rooms. Cleaning the passages. Cleaning of offices, conference rooms, waiting rooms and clean rooms (including storerooms). Cleaning of staircases. Cleaning of fire escapes. Cleaning the entrance and reception area of the building. Cleaning the gymnasium. Cleaning of the area where the waste bins are being kept.
- ENQUIRIES** : WO1 Y.D. Dyers Tel (012) 315-0959 or Ssgt S. Mokwebo, Tel (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. 208 Johann Rissik Drive, Waterkloof Ridge.
- POST 12/18** : **CLEANERS REF: DOD/01/12/23/05 (5 X POSTS)**
- SALARY** : R107 196 per annum (Level 2)
- CENTRE** : Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 10 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Time management.
- DUTIES** : ensure that place allocated to you is at all times clean, ensure that dirty bins are removed at least twice a day especially in the afternoon, report any losses, damages and theft observed and ensure safekeeping of office/storeroom keys.
- ENQUIRIES** : Maj I.E. Chake – Tel: (012) 355 5526/ Lt R.R. Smith Tel: (012) 355 5258.
- APPLICATIONS** : Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag x161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213
- POST 12/19** : **TEA MAKER: REF NO: DOD/01/12/23/06**
- SALARY** : R107 196 per annum (Level 2)
- CENTRE** : Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 10 or ABET L1-4 Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Time management.
- DUTIES** : Ensure that kitchen utilised is at times clean, ensure that no dirty dishes, cups, saucers and others thereof are lying around, report any losses, damages and theft observed and ensure safekeeping of cupboard keys for control of dish soap and other material used. Preparing the conference room for meetings and conferences.
- ENQUIRIES** : Maj I.E. Chake – Tel: (012) 355 5526/ Lt R.R. Smith Tel: (012) 355 5258.
- APPLICATIONS** : Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag x161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213

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 : 19 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. 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 Senior Admin Clerk: Claims Processor with Ref No: HR4/4/02/11 for Klerksdorp Labour Centre, advertised on circular 9 dated 10 March 2023 with a closing date 27 March 2023, the requirements are amended as follows: Three (3) years tertiary qualification in Degree/ Diploma in Public Management/ Administration/ Social Science/ OHS/ HRM is required. 1-2 years' experience in Compensation or Medical claims processing environment and the rest of the advert requirements remains the same. Therefore, the closing date of the advert is extended to 19 April 2023. Enquiries contact: Mr. B Neito Tel: 018 387 8100

MANAGEMENT ECHELON

POST 12/20 : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/526**

SALARY : R1 105 383 per annum (all inclusive)

CENTRE : Provincial Office: Western Cape

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 three (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: (012) 309 4382
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street

OTHER POSTS

POST 12/21 : **ASSISTANT DIRECTOR: MARKETING AND EVENTS MANAGEMENT REF NO: HR 4/ 4/3/2/ASDMEM/UIF**

SALARY : R393 711 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three (3) year tertiary qualification (NQF level 6) in Communications/ Marketing/Public Relations and Events Management. Four (4) years' experience of which two (2) years must be functional experience in Communication environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Promotion of Access to Information Act. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Government Communication Information System. Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Communication. Computer Literacy. Analytical. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Coordinate UIF promotional and Marketing events. Facilitate the promotion of the UIF brand to stakeholders. Coordinate the provisioning of UIF promotion events. Facilitate the conducting of advocacy sessions to secondary stakeholders. Manage resources in the section.

ENQUIRIES : Ms A Lodi Tel: (012) 337 1877
APPLICATIONS : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION : Sub- directorate: Human Resources Management,

POST 12/22 : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR 4/ 4/3/2/ASDITP/UIF**

SALARY : R393 711 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three (3) year qualification (NQF Level 6) in Information Technology / Project Management. Four (4) years functional experience of which two (2) years functional experience in ICT Project Management environment and two (2) years supervisory experience. Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA) Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Financial/Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creativity. Facilitation. Presentation.

DUTIES : Manage delivery of ICT projects within the Fund. Manage ICT project deliverables in line with the Fund strategic objectives, quality standards and expectations. Ensure project quality management. Facilitate the implementation of projects within the Fund. Manage resources (Human, Financial, Equipment / Assets) within the project.

ENQUIRIES : Ms S Ntoyi-Baba Tel: (012) 337 1692
APPLICATIONS : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION : Sub- directorate: Human Resources Management,

POST 12/23 : **PENSION ADMINISTRATOR REF NO HR4/4/10/528**

SALARY : R331 188 per annum
CENTRE : George Labour Centre (Western Cape)
REQUIREMENTS : Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. 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.

DUTIES : Render pension administrative duties. Claims adjudication and processing.
ENQUIRIES : Mr. Q Bowman Tel: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

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

POST 12/24 : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Mthatha- Ref No. HR 4/4/1/603(X1 post)
Labour Centre: Welkom- Ref No: HR 4/4/8/838(X1 post)
REQUIREMENTS : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. 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 S Zawula Tel: 047 501 5600
Ms. M Mamburu, Tel: (057) 3910216
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100 For Attention: Sub-directorate: Human Resources Management, Mthatha Labour Centre
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 12/25 : **SENIOR STATUTORY SERVICES OFFICER REF NO: HR4/4/10/527**

SALARY : R331 188 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year relevant tertiary qualifications in BPROC/ LLB/ BCOM LAW. One (1) year experience in the legal/ compliance environment. Valid Driver's Licence. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skill Development Act, Public Service Regulation Act, SDLA. Skills: Planning and Organizing, Facilitation, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : To plan and independently administer work referred to Statutory Service for Enforcement of Non-Compliance under employment. Assist the Assistant Director: Statutory Services in the enforcement processes of IES. Assist with the strategy for Statutory Services. Assist in the facilitating the implementation of capacity development programmes for Inspectors in the Province. Compile stats for the Unit.

ENQUIRIES : Mr. Q Bowman Tel: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at:
Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long
Street, Cape Town
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 12/26 : **OHS INSPECTOR REF NO: HR4/4/10/529 (2X POSTS)**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Worcester (Western Cape)
REQUIREMENTS : A three (3) year qualification in Environmental Health, Mechanical Engineering;
Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry;
Construction; Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry.
Valid driver's licence. Two (2) years functional experience in inspection and enforcement
of labour legislations or in relevant environment. Knowledge: Departmental policies and
procedures, Occupational Health and Safety Act as amended, OHS Regulations, South
African National Standards (Codes)-incorporated Codes become regulations,
Compensation for Occupational injuries and Diseases Act, Unemployment Insurance
Act. Employment Equity Act, Basic Conditions of Employment Act, Relevant guidelines
of the aforementioned legislations Skills: Facilitation skills, Planning and organizing,
Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills,
Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills,
Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with
the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated
Standards. Plan, investigate and finalized independently incidents and complaints
reported pertaining to the OHS Act and other relevant regulations and enforce as and
when necessary, appear as a State witness. Plan and conduct allocated proactive
inspections as per schedule to monitor compliance with the OHS and other relevant
labour legislation including compiling and consolidating 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. Q Bowman Tel: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at:
Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long
Street, Cape Town
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 12/27 : **INSPECTOR REF NO: HR 4/4/8/839**

SALARY : R269 214 per annum
CENTRE : Botshabelo Labour Centre
REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/BCOM Law/ LLB. One (1)
year functional experience in Inspection and enforcement Services. Knowledge
Departmental policies and procedures. Skills Development Act, Labour Relations Act,
Basic Conditions of Employment Act, Skills Development Levies Act, Occupational
Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act,
Employment Equity Act. Skills: Facilitation skills. Planning and Organizing (Mainly for
own) Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills.
Problem Solving Skills Interviewing, Listening and observation skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with
the Basic Conditions of Employment Act (BCEA). Execute investigations independently
on reported cases pertaining to contravention of labour legislation and enforce as and
when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor
compliance with labour legislation. Conduct advocacy campaign on all Labour
Legislation independently. Draft and maintain inspection plans and reports including
analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr. M Ngono Tel (051) 534 3789
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 12/28 : **PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/540**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
 : Provincial Office: Western Cape
 : Three (3) year relevant tertiary qualification in Human Resources Management. One (1) to two (2) years functional experience doing Human Resources Management Services. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele Principles, Public Service Regulations. Skills: Communication, Presentation, Conflict Management, Analytical, Report Writing, Computer Literacy, Planning and Organizing, Supervisory, Time Management.

DUTIES : Render the Recruitment and Selection process. Process and approve service benefits eg. Leave, Housing Allowances, Acting Allowance, etc. Provide and monitor terminations at the province. Monitor establishment and the implementation of Human Resources polices. Monitor the payment of salaries. Supervise all resources within the Section.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel: 021 441 8120
 : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 12/29 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/839**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
 : Provincial Office: Free State
 : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid Driver's licence. Zero experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

ENQUIRIES APPLICATIONS : Mr R Cornelissen, Tel: (051) 505 6263
 : 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 12/30 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)**

SALARY CENTRE : R218 064 per annum
 : Labour Centre: Port Shepstone -Ref No: HR4/4/5/29(1X post)
 : Labour Centre: Knysna (Western Cape) -Ref No: HR4/4/10/530(1X post)
 : Labour Centre: Newcastle- Ref No: HR4/4/5/25(1X post)

REQUIREMENTS : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr S Biyase Tel 039 688 6910
 : Mr. Q Bowman Tel: 021 4418120
 : Mr S Pillay, Tel: (034) 312 3334

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 379, Port Shepstone, 4240 or hand deliver at 17 Bisset Street, Port Shepstone.For Attention: Sub-directorate: Labour Centre Operations, Port Shepstone.

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town for Attention: Sub-directorate: Human Resources Management, Western Cape

Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

<u>POST 12/31</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R218 064 per annum Labour Centre: Ladysmith-Ref No: HR4/4/5/28(1X Post) Labour Centre: Ulundi / Jozini Thusong Centre-Ref No: HR4/4/5/26(1X Post) Labour Centre: Worcester (Western Cape)- HR4/4/10/535(1X Post) Labour Centre: Beaufort West (Western Cape)- HR4/4/10/541(1X Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. 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.
<u>DUTIES</u>	:	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 Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms L Radebe Tel: (036) 638 1900 Mr T Nkosi, Tel (035) 879 8800 Mr Q Bowman Tel: 021 441 8120
<u>APPLICATIONS</u>	:	Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Deputy Director: Labour Centre Operations: Private Bag X 56, ULUNDI, 3838 or hand deliver at Unit A Wombe Street, Ulundi. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi. Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town for Attention: Sub-directorate: Human Resources Management, Western Cape
<u>POST 12/32</u>	:	<u>CLAIMS PROCESSOR (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R218 064 per annum Labour Centre: Cape Town (Western Cape) - HR4/4/10/531 (3X Posts) Labour Centre: George (Western Cape) - HR4/4/10/532 (3X Posts)
<u>REQUIREMENTS</u>	:	Three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. One (1) to two (2) years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies and processes, Relevant Stakeholders, Human Anatomy/ Biology, Medical terminology, Customer Service (Batho Pele Principles), COIDA tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations, COIDA, OHS Act. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape

POST 12/33 : **UI CLAIMS OFFICER (X2 POSTS)**

SALARY : R218 064 per annum

CENTRE : Labour Centre: Cape Town HR4/4/10/533 (1X Post)
Labour Centre: George HR4/4/10/534 (1X Post)

REQUIREMENTS : A Grade 12/ Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication Verbal and written, listening, Customer Relations, Computer literacy, Decision making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

ENQUIRIES : Mr. Q Bowman Tel: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 12/34 : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES: REF NO: HR4/4/7/124**

SALARY : R181 599 per annum

CENTRE : Emalahleni Labour Centre

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

DUTIES : To render supply chain management function in a labour centre daily. Provide a finance and office management services to the labour centre daily. Responsible for training and performance activities in a labour centre daily. Responsible for the records management in a labour centre daily.

ENQUIRIES : Ms G Malatsi Tel: 013 653 3800

APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni

POST 12/35 : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/30**

SALARY : R181 599 per annum

CENTRE : Labour Centre: Richmond

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and Organizing.

DUTIES : To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the record management in a Labour Centre daily.

ENQUIRIES : Ms B Ndlovu Tel: 033 212 2768.

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond.

FOR ATTENTION : Sub-directorate: Human Resource Operations, KwaZulu-Natal.

POST 12/36 : **ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/03/12**

SALARY : R181 599 per annum

CENTRE : Labour Centre: Springs

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.

ENQUIRIES : Ms I Engelbrecht Tel: 011 365 3708

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 12/37 : **ADMINISTRATION CLERK REF NO: HR 4/4/10/536 (X2 POSTS)**

SALARY : R181 599 per annum
CENTRE : Provincial Office (CF): Western Cape
REQUIREMENTS : A Grade 12/ Senior Certificate with 0 Months experience. Knowledge: Compensation Fund Strategic Objectives, Relevant Stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines, Public Service Regulations, Public Service Act, Labour Relations Act, COIDA, Regulations and Policies, PFMA and National Treasury Regulations. Skills: Required Technical proficiency, Business Writing Skills, Require IT (MS Office and Operation Skills), Communication, verbal and written, Problem Solving, Planning and organising, Problem solving, Data Capturing, Data and records management, Telephonic Etiquette, Risk Management and Fund Governance, External Environmental Awareness.

DUTIES : Liaise with Provinces in respect of the provision of required information. Render effective administration support services. Ensure correspondence of documentation. Perform general administration functions.

ENQUIRIES : Mr. Q Bowman Tel: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 12/38 : **PERSONNEL OFFICER REF NO: HR 4/4/10/537**

SALARY : R181 599 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Grade 12 / Senior Certificate plus Certificate in Human Resources Management field and one (1) year relevant experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, HRM relate systems (PERSAL), Employment Equity Act, Public Service Regulations. Skills: Verbal and written communication, Interpersonal Relations, Planning and organizing, Computer literacy, Analytical.

DUTIES : Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection process. Capture and update all personal data on the PERSAL system. Attend to clients enquiries.

ENQUIRIES : Mr. Q Bowman Tel: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 12/39 : **OFFICE AID (X2 POSTS)**

SALARY : R128 166 per annum
CENTRE : Labour Centre: Worcester (Western Cape) - HR4/4/10/538 (1x post)
Labour Centre: Cape Town (Western Cape) - HR4/4/10/539 (1x post)
REQUIREMENTS : Grade 10 / ABET certificate. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations

DUTIES : Ensure clean office environments at all times. Provide Food Service Aid. Assist in distributing stock Prepare boardrooms for meetings.

ENQUIRIES : Mr. Q Bowman Tel: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street,

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Applications for Cape Town and Mpumalanga should be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- CLOSING DATE FOR ATTENTION NOTE** : 01 May 2023
 : Human Resource Management
 : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 12/40** : **DIRECTOR: SOCIOECONOMIC SECTORS REF: CCAQ06/2023**
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (all-inclusive salary package)
 : Pretoria
 : An undergraduate qualification in Environmental Management or Development Planning or relevant qualification on (NQF7) within the related field as recognised by SAQA. Extensive experience in the relevant field. A minimum of five (5) years' experience at middle/senior management level within the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in sustainable energy. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities, including projects and policy matters. Training courses in Greenhouse Gas Inventories, CDM, new public regulations and others as needed. Ability to gather and analyse information. Ability to develop and apply policies; Ability to work individually and in team; Good interpersonal relations skills. Knowledge of strategic planning and budgeting. Project

Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Stakeholder engagement; Negotiation skills; Public Relations; Research skills. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Coordinate climate change adaptation responses in the socio-economic sectors of society in partnerships with relevant departments. Assess and rank the risks to the society and environment associated with the various possible climate change impact scenarios. Coordinate the development of the risk profile of the socio-economic sectors. Provide strategic leadership to mainstreaming of climate change into sector departments planning instruments. Provide strategic leadership, support and assist affected sector in mainstreaming key short- and medium-term adaptation interventions into the social sectors. Manage the support for the development of sector strategies for infrastructure, human settlements and planning, health, disaster risk and management response measures. Manage and develop sector strategies for agriculture, forestry, water, fisheries and tourism response measures. Coordinate provincial and local support programme to integrate climate change into planning tools and build capacity for climate response. Coordinate the implementation of climate change adaptation research strategy.

ENQUERIES : Mr T Ramaru Tel: 012 399 9252

OTHER POSTS

POST 12/41 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SOCIO-ECONOMIC SECTORS REF: CCAQ08/2023**

SALARY : R517 725 per annum

CENTRE : Pretoria

REQUIREMENTS : A four (4) year degree (NQF8) in Environmental Management/Science or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of Environmental Management; Finance/budgeting; Project Management; Climate Change and Adaptation; Knowledge of PFMA and other Financial Management and associated prescripts, Knowledge of technical and financial reporting; Departmental policies and procedures. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination and planning ability. Excellent verbal and written communication. Ability to work both independently and in a team; ability to work under pressure.

DUTIES : Provide support on the coordination of the National Climate Change Adaptation research priority areas. Facilitate mainstreaming of Research outputs into Policy, Planning and Implementation of Climate Change Adaptation across different research institutions. Coordinate support for the development and implementation of Provincial climate change adaptation programme. Support the facilitation of Climate Change Adaptation mainstreaming within provincial Research, Policy, Planning and Implementation initiatives. Provide support on capacity-building for climate finance at Sub-national level. Coordinate the development and implementation of local government climate change adaptation programmes. Support the development and review of District Climate Change Adaptation Strategies. Support the facilitation of Climate Change Adaptation mainstreaming within National Sectors, Policy, Planning and Implementation initiatives as well as research. Provide strategic and technical guidance on Adaptation related project implementation. Support the coordination of Climate Change Adaptation Community of Practice and project implementation in the country.

ENQUIRY : Mr T Ramaru Tel: (012) 399 9252

POST 12/42 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY MANAGEMENT PLANNING REF: CCAQ07/2023**

SALARY : R517 725 per annum

CENTRE : Pretoria

REQUIREMENTS : A four-year Degree or equivalent qualification in Natural or Environmental Sciences plus A four-year Degree (NQF8) or in Natural or Environmental Sciences equivalent qualification within the related field plus six years post qualification experience in the relevant field. Knowledge of Legal Administration law; Public Service and Departmental procedures and prescripts. Strategic coordination/ planning; Business planning; Policy development; Risk management; Audit procedures; Research methodologies and presentation; Project management. Advanced skills in policy formulation; Advanced

negotiation skills; Adequate skills in computer use; Report/professional writing; Policy formulation; Negotiation skills; Good interpersonal relations and diplomatic skills; Relationship Management; Stakeholder engagement; Presentation Skills and Research Skills including project management Skills. Personal Attributes: Reliability; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills: Ability to work under extreme pressure; Ability to work with difficult persons and to resolve conflict; Character beyond reproach; Articulate; Sense of responsibility and loyalty; Initiative and creativity; Service-orientated and Self-supervision.

DUTIES

: Support development of tools for air quality management planning. Provide inputs and support on the development, review, and approval of Air quality management plans. Capacitate officials within the spheres of government to use resources to develop effective Air Quality Management Plans. Build sustainable relationships and systems with authorities for air quality management plans. Provide guidance on Baseline Assessment reports for Air Quality Management Plans development. Provide support on Assessment of Ambient Air Quality Baseline Reports. Encourage liaison within provincial and local structures to assist with political buy-in at senior management level within governance structures for development and adoption of Air quality management plans. Review and make recommendations on draft provincial and local Air Quality Management Plans. Provide inputs on the review of emissions inventory reports for Air Quality Management Plan development. Provide inputs on the review of the Assessment and Ambient Air Quality Baseline and Modelling Reports. Provide Assessment reports on the implementations and development of Air Quality Management Plan in the country. Provide support on the review of manual for Air Quality Management Plan development and National framework for air quality management in the Republic of South Africa. Monitoring and Evaluation of the development of Air Quality Management Plan in the Republic. Provide support to road shows on the development of an Air Quality Management Plans in the provincial Air Quality Officer (AQO) forums.

ENQUIRY

: Mr. V Loate Tel No: (012) 399 8507

POST 12/43

: **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT: REF: RCSM11/2023**

SALARY
CENTRE
REQUIREMENT

: R495 354 per annum (OSD)
: Cape Town
: LLB degree (NQF8) coupled with at least eight (8) years post qualification experience in the provision of legal services with supervisory skills (candidates with less than eight (8) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License and be able to travel.

DUTIES

: Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property. Responsible for supervisory duties of Legal Administration Officers.

ENQUIRIES

: Mr C Liebenberg Tel: 021 493 7132 / 0832975753

NOTE : Candidates who applied previously are applied people are advised to apply again and candidates will be subjected to an oral interview and a written test

POST 12/44 : **LEGAL ADMINISTRATION OFFICER (MR5): CORPORATE LEGAL SUPPORT: REF: RCSM12/2023**

SALARY : R390 360 (OSD)
CENTRE : Cape Town
REQUIREMENT : LLB degree (NQF8) coupled with at least eight (8) years post qualification experience in the provision of legal services (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License be able to travel.

DUTIES : Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property.

ENQUIRIES : Mr C Liebenberg Tel: 021 493 7132 / 0832975753
NOTE : Candidates who applied previously are applied people are advised to apply again and candidates will be subjected to an oral interview and a written test

POST 12/45 : **PROJECT COORDINATOR- REF NO: EP9005/2023**

SALARY : R331 188 per annum
CENTRE : Mpumalanga
REQUIREMENTS : An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES : Mr B Mashabane Tel No: 013 752 4128/013 752 2359

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 19 April 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013 (POPIA).

OTHER POST

- POST 12/46** : **EDITOR: CONTENT DEVELOPMENT REF NO: 3/1/5/1-23/25**
Directorate: Content Development
- SALARY** : R766 584 – R903 006 pe annum (Level 11) (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of Grade 12, and an appropriate three-year Degree (NQF 7) or National Diploma (NQF 6) in Communication Science, Journalism, Media Studies or English, as recognised by SQAQ. Proven experience as a writer, editor and proofreader; A minimum four (4) years' experience in a publishing/communication environment, of which two (2) years should be on salary level nine (9) or ten (10); Good planning and project management skills; Outstanding editing and proofreading skills; Good interpersonal and intercultural skills; Must be able to work well in a team; Ability to work under pressure and meet tight deadlines; Computer competency, especially on an Apple Mac; Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines; A valid driver's licence.
- DUTIES** : Manage the overall production of the annual South Africa Yearbook (SAYB) and Official Guide to South Africa; Edit and proofread SAYB and Official Guide chapters, and

prepare the publications for final sign-off; Provide writing, editing and proofreading capacity for information products such as leaflets, posters, brochures and magazines; Facilitate the digitisation of the SAYB; Manage the unit's social media accounts; Liaise with external service-providers and stakeholders; Provide administrative support to the Directorate: Content Development.

ENQUIRIES
NOTE

- : Mr Elias Tibane, Tel: 012 473 0069
- : Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race. Interviewees will be expected to perform a practical writing, editing and proofreading test.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE
NOTE**

- : 24 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 send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. 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 or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new Z83 form as indicated 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 being 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 is 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.

MANAGEMENT ECHELON**POST 12/47**

- : **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF: DDG/CS/2023/03-1P: Permanent**

**SALARY
CENTRE
REQUIREMENTS**

- : R1 590 747 - R1 791 978 per annum (Level 15) (all-inclusive package)
- : Pretoria Head Office
- : A relevant B Degree/B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Human Resources / Business

Management / Public Administration or related field. At least 8 to 10 years relevant experience at a Senior Management level within a Corporate services environment. Proven track record as a Programme Head/Business Head would be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Disclaimer: The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Knowledge of Corporate Services; Knowledge of Customer relationship management (channel management); Knowledge of relevant legislative requirements and GPAA policies and procedures; Industry knowledge, Knowledge of Pension Fund Regulations and Rules; Knowledge of Legislation and Rules that governs the various subunits; Knowledge of Financial Management including budgeting and forecasting; Knowledge of Compliance Management; Knowledge of relevant systems; Strategic capability; Service delivery innovation; Service excellence; Client orientation and customer focus; Financial management; People management and empowerment; Programme and Project management; Change Management; Knowledge management; Problem solving and analytical skills; Outstanding communication skills (verbal, written and presentation); Respect; Emotional intelligence; Transparency; Courtesy; Team player; Integrity. 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 incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding corporate services to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operations of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the programme's overall performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the management of Human Capital Management services: Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of HCM strategies. Oversee and facilitate Human Capital strategy, organizational effectiveness and wellness initiatives for the GPAA. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organizational performance. Oversee and facilitate the provision of labour relations services. Oversee the provisioning of Management of Support Services: Provisioning of Management Information Services. Provisioning of Monitoring and Evaluation Services. Provisioning of Communication Services. Provisioning of Facilities & Security Services. Provisioning of office support and maintenance services. Oversee fleet, travel and accommodation requirements of the GPAA. Monitor the provisioning of security management services. Oversee the management of all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRY

: Felicia Mahlaba at: 012 319 1455. Application enquiries: Courtney UsherOn Courtney.usher@gjjima.com or Tel No : 010 449 5000

- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://applybe.com/gijima/search/results/> quoting the reference number in the subject heading of the email.
- NOTE** : The key focus of the role is to oversee, direct and provide strategic leadership, advisory and support service to the GPAA with regards to corporate services. One permanent position of DDG: Corporate services is available within GPAA based in head office Pretoria
- POST 12/48** : **CHIEF FINANCIAL OFFICER REF: CFO/2023/03 - 1P**
Permanent
- SALARY** : R1 590 747 - R1 791 978 per annum (Level 15)(all-inclusive package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A relevant B Degree/B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Finance or related field. A CA (SA), CIMA or similar professional qualification will serve as an advantage. At least 8 to 10 years relevant Financial Management experience at a Senior Management level preferably overseeing a financial budget span of at least R 1.2 billion. Proven track record as a Programme Head/Business Head would be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Disclaimer: The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Knowledge of Benefits administration; Knowledge of Customer relationship management (channel management); Knowledge of relevant legislative requirements and GPAA policies and procedures; Industry knowledge; Knowledge of Pension Fund Regulations and Rules; Knowledge of Financial Management including budgeting and forecasting; Knowledge of Compliance Management; Knowledge of relevant systems; Strategic capability; Service delivery innovation; Client orientation and customer focus; Financial management; People management and empowerment;. Programme and Project management; Change Management; Knowledge management; Problem solving and analytical skills; Outstanding communication skills (verbal, written and presentation); Respect; Service excellence; Emotional intelligence; Transparency; Courtesy; Team player; Integrity. 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 incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the overall performance of the programme. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectation and agreed performance standards in the area of accountability and the overall optimization of the value chain for the Employee Benefits Group. Ensure that the Investment Accounting, Financial strategies and operating model is adequately budgeted for, through the development and implementation of a fit for purpose budget. Ensure effective financial management,

control and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS) and Governance and Risk management. Support the GEPP Board of Trustees and GPAA Executive Authority on finance matters through participation in the respective Audit Committees and Risk Committee. Prepare and present financial reports required by the Board and respective committees eg. Annual Financial Statements, Impairment of investment Schedules, MTEF budget, Interim Financial Statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Manage cash flows for customers in line with the best practice. Manage the Investment Accounting Functions. Manage the tracing of beneficiaries to enable claim processing of unclaimed benefits for GPAA. Work hand in hand with Client Relationship Management regarding unclaimed benefits and working towards the implementation of an unclaimed benefit strategy and implementation plan. Oversee the Supply Chain Management process: Oversee the development of SLA's for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of the budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRIES : Mapule Mahlangu on Tel No: 012 399 2639 and Application Enquiries: Rebecca Hatlane Tel No: 011 941 1953 / 086 1999 960

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaal@phakipersonnel.co.za quoting the reference number in the subject heading of the email.

NOTE : The key focus of the role is to oversee the financial wellbeing of the GPAA, including the management of funds administered on behalf of its customers nationally. One permanent position of CFO: is available within GPAA based in head office Pretoria

POST 12/49 : **DEPUTY DIRECTOR GENERAL: EMPLOYEE BENEFITS (COO) REF COO/2023/03-1P: Permanent**

SALARY CENTRE : R1 590 747 - R1 791 978 per annum (Level 15) (all-inclusive package)
: Pretoria Head Office

REQUIREMENTS : A relevant B Degree/B Tech qualification (NQF7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Management/Economics/ Finance/Operational Management/ Customer Service or related field. At least 8 to 10 years Operational Management experience at a Senior Management level with added advantage to candidates with experience gained in the Benefits Administration Industry/Financial Services Industry. Proven track record as a Programme Head/Business Head would be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be an added advantage. Disclaimer: The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Benefits Administration Industry Knowledge; Knowledge of Customer relationship management (Channel management); Knowledge of relevant legislative requirements and GPAA policies and procedures; Knowledge of Pension Fund regulations and rules; Knowledge of Financial management including budgeting and forecasting; Knowledge of compliance management; Knowledge of relevant systems; Strategic capability; Service delivery innovation; Service excellence; Client Orientation and customer focus; Financial management, People management and empowerment; Programme and project management; Change management; Knowledge management; Problem solving and analytical skills; Outstanding communication skills (verbal, written and presentation); Respect; Emotional intelligence; Integrity; Transparency; Courtesy, Team player. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the

DUTIES

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 successful incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Development of an effective short, medium and long-term strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of the principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the overall performance of the programme. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Develop reports, media statements and briefings for Parliament, Board and other relevant stakeholders. Oversee the effective management of customer relationship management services: Direct the management of all client contact. Ensure effective client outreach. Enhance the management of relationships with GPAA customers and clients in the Regions. Ensure good stakeholder relations. Oversee the end-to-end process of maintenance of client's records. Ensure seamless administration of client liaison services. Oversee the management of effective benefits processing services for the GEPF client: Management of the end-to-end process of admission, maintenance of members and records. Management of collection of contributions and reconciliation. Management and payment processing of benefits. Oversee the management and provisioning of benefits processing services for National Treasury client: Facilitation of payments and processing of Medical Aid, IOD and Military Pensions. Co-ordination of the provisioning of financial services for non-contributory benefits. Co-ordination of the administration of the AIPF and TEPF in accordance with the relevant Acts. Management of administering of Special Pensions as defined by the National Treasury. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRIES

: Ismael Radebe on Tel No: 012 399 2299 and Application Enquiries: Mpho Ngubane Tel No: 011 884 8010

APPLICATIONS

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

NOTE

: The Key focus of this position is to oversee the management of benefits administration services for the GPAA. One permanent position of DDG: Employee Benefits (COO) is available within GPAA based in Head Office Pretoria

POST 12/50

: **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS) UNCLAIMED BENEFITS**
(12 months contract)

SALARY CENTRE

: R218 064.per annum (Level 6) plus 37% in lieu of benefits
: Nelspruit and Ermelo
Mpumalanga
Ref No: TA/MP/NEL/2023/03-1C) Based in Nelspruit (X1 Post)
Ref No: TA/MP/ERM/2023/03-1C) Based in Ermelo (X1 Post)

REQUIREMENT

: 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 DPSSA 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

T: he 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 Supervisor and Manager.

ENQUIRY

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

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) 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. Various positions for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12-month contract in the areas as indicated.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 20 April 2023 at 12h00 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will only be limited to shortlisted, candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised post. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered the for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Failure to upload CV and Z83 will results in disqualification.

MANAGEMENT ECHELON

- POST 12/51** : **DIRECTOR: PPP PROJECT EVALUATION REF NO: G08/2023**
Term: Permanent
- SALARY** : R1, 105 383 per annum (Level 13) all-inclusive package PSR 44 will apply for applicants already earning in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree (NQF level 7 qualification) in Economics, Finance, law and related field. A minimum of 6 – 10 years' experience in economic analysis and or public infrastructure evaluation and or service delivery evaluation at least 5 years' experience at Middle management level. Experience in the public service would be an advantage. Competencies required: Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price, marginalism. Government Knowledge: Knowledge of government tiers and sectors, public expenditure programmes and policies and government service delivery programmes. Grant Management: Knowledge of government funding models including grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Legislative Knowledge: Knowledge of, amongst others, the Public Finance Management Act, Municipal Finance Management Act, Preferential Procurement Act, and Public Private Partnership Regulations. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Analytical Skills: The ability to analyse, deal with complex information, complex and conflicting scenarios, strategic thinking, systemic thinking, ability to deconstruct and reconstruct concepts, synthesizing concepts and data, strong critical analysis ability. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Problem Solving and Analysis: The ability to understanding

a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences.

DUTIES

: To enable the establishment of economically viable and socially beneficial PPP projects for government infrastructure build and service delivery programmes. PPP Policy and Regulatory Framework: Provide inputs to the development, annual reviews and ongoing formulation of the NT PPP policy, regulations and practice notes, NT PPP Manual, NT Standardised PPP Provisions and related PPP Guidelines. Provide inputs to the development, implementation and updating of standardised Sectoral PPP Toolkits for the establishment of PPP systems, standards and contracting terms. Provide inputs into the design, development, implementation and maintenance of tools, methodologies and guidelines to enable the appraisal of PPP feasibility studies, structuring of procurement transactions, and management of PPP projects. Track / research / investigate and report / advise / make recommendations on latest trends and best-practices in the PPP management, stakeholder views and experience in PPP implementation, lessons learnt through PPP projects, PPP market shortcomings, fiscal implications and policy gaps in the government development agenda for public infrastructure and improvements to the PPP value proposition. TAS&PPP Marketing and Communications and PPP Advocacy: Provide inputs into and support the design, development and implementation of marketing strategies and targeted initiatives designed to broaden the PPP market and increase PPP competitiveness and share of total infrastructure spend including, inter alia, public events, awareness and promotional campaigns, targeted engagements, and liaison with national and international media. Establish and maintain working relationships and ongoing engagements and liaison with NT PPP policy, regulatory and audit stakeholders and PPP procuring institutions stakeholders. Assist with and ensure the resolution and reporting of stakeholder queries for assimilation into PPP training manuals and communications materials. PPP Projects Inception Advice and Support: Manage the review of proposed PPPs and provision of advice to procuring institutions on PPP project needs analysis and delivery options and bundling of multi-projects. Manage the provision of inputs and technical support on the procurement of the PPP transaction advisor including defining the transaction advisor terms of reference, evaluating bids and making recommendations. PPP Feasibility Studies Appraisal and Advice: Manage the provision of technical advice and support on the preparation of project feasibility studies including the needs analysis, solution options analysis, project due diligence, and economic valuation. Manage the appraisal of PPP project feasibility studies / revised feasibility studies and provision of recommendation and motivation thereto for Treasury Approval 1 or decline including testing of the socio-economic benefits and cost models and assessing the project merits, alignment with government priorities, demand for the project, cost-effectiveness, and implementation likelihood. PPP Procurement Support and Advice: Participate in technical reviews and provision of recommendations and motivations there to for Treasury approval / decline of PPP procurement documents including the Request for Qualification (RFQ) (TA: IIA), Request for Proposal (RFP) (TA: IIA), Best and Final Offer (BAFO) process, and Value-for-Money Report and Negotiation Plan (TA: IIB). Manage the provision of inputs on the negotiations and preparation of the draft PPP agreement and ancillary agreements (service level agreements, funding agreements and payment mechanism) and the PPP agreement management plan. Manage the assessment of draft PPP agreement and ancillary agreements (service level agreements, funding agreements and payment mechanism) and the PPP agreement management plan, and the provision of recommendations and motivations thereto for Treasury Approval III ensuring that: the management plan explains the capacity of the institution and proposed mechanisms and procedures to implement, manage, enforce, monitor and report on the PPP ensuring that the due diligence, including the legal due diligence, has been completed in respect of the accounting officer's or accounting authority / proposed private party competence and capacity to enter into the PPP agreement. PPP Projects Monitoring and Evaluation, Reviewing and Auditing and Closure and Reporting: Manage the provision of inputs on corrective measures for projects that stray from the agreement management plan, and punitive measures in instances of persistent nonperformance. Provide inputs into PPP project efficiencies and effectiveness reviews and make recommendations, if any, for improvements. Manage the provision of inputs on project findings and learnings reports for publishing and communication. Manage the provision of inputs on case studies and impact assessments on closed PPP projects. PPP Capacity Development and Knowledge Management: Provide inputs on the design and development of training programmes and materials to build capacity to within all three spheres of government

on the NT PPP Manual, Standardised PPP Provisions, Sectoral PPP Toolkits, PPP guidelines, and TAS&PPP tools and methodologies. Assist with the implementation of PPP capacity development programmes including the Foundation training programme for national and provincial government officials and the private sector and the Municipal training programme for local government officials and the private sector. Monitor and mentor transaction advisor interns in order to develop affordable, cost-effective PPPs. Build and participate in network groups for reference and benchmarking, and knowledge exchange and sharing, and attend Treasury workshops to ensure that all legislative and regulatory frameworks are updated. Provide inputs to the PPP quarterly report including the writing of articles. Disseminate and share PPP case studies and learnings and PPP quarterly reports with relevant stakeholders. TAS&PPP Strategy, Budget and Governance: Provide inputs to the TAS&PPP budget, and manage the preparation, compliance and performance monitoring, record keeping and reporting on the unit budget and expenditure. Contribute to and assist with the establishment and maintenance of the TAS&PPP management framework and internal controls including policies and procedures, business processes, guidelines and templates, and systems and databases. Support and enable TAS&PPP audits, including the preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. TAS&PPP Staff and Resources Performance Management: Assist with and contribute to staff capacity and productivity management including the establishment of posts, recruitment of staff, delegation of work, and resolution of issues. Assist with and contribute to own and staff performance management and development including work plans and indicators development, performance reviewing, and skills plans implementation. Monitor and ensure compliance with the TAS&PPP electronic and paper document management system and filing and archiving plan. Plan and report on the needs and utilisation of the TAS&PPP office resources and auxiliary services. TAS&PPP Information Management and Reporting: Prepare and supply information and documents for compliance checking and auditing purposes. Prepare and supply monthly status reports, quarterly progress reports and annual overview reports. Prepare and supply information for inclusion in the GTAC annual report, GBS, BCS and other donor funding reports and other strategic documents.

ENQUIRIES : Kaizer Malakoane Tel No: (066) 2507072

OTHER POSTS

POST 12/52 : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGIC MANAGEMENT AND COMMUNICATION UNIT/REF G09/2023**
(Term: 1 year fixed-term Contract)

SALARY : R766, 584.per annum (Level 11) all-inclusive package PSR 44 will apply for applicants already earning in the salary level

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree (NQF Level 7) in Knowledge Management (KM) or equivalent qualification and/or related field. Specialisations in the Capacity Development, KM and exposure to Innovation, use of technology to execute KM. A minimum of 5 years' experience in knowledge management or related field, at least 2 years at junior management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain

management, asset management and financial risk and audit management. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes the ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.

DUTIES

:

The overall purpose of the unit is to ensure three outcomes: Technology Support; Knowledge and Content Management, and Innovation and Capacity Building. Innovation and Capacity (KIC)development, Enablement Implementation, Support & Maintenance: Assist with the development, establishment and platforms to enable the GTAC to achieve its strategic and operational objectives. Assist with the design and coordination of KIC platforms. Provide support to GTAC business. Support DD: Communications to expand use of KM on appropriate media and capacitate users on use of KM on social media. Administer and maintain programme database. Support and facilitate learning and webinars. Support preparation of projects and KM compliance reports. Knowledge Management: Administer and maintain the programme Knowledge Management artifact register, Facilitate and coordinate the Knowledge Management collection phase. Facilitate the Knowledge Management engagement phase. Facilitate and coordinate peer-review processes. Manage the GTAC KM Hub internally and externally. Content Management: Develop, administer, and maintain the programme content plan for capacity building and knowledge sharing. Produce, publish, update and maintain programme content. Facilitate and coordinate programme content produced by business units, for knowledge harvesting and sharing. Stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders and clients and provide inputs on policy and practices as required. Prepare formal technical information session with peers and Knowledge institutions on KIC. Reviews, research and knowledge management: Assist with the design and establishment of the GTAC knowledge management based on the KIC framework. Assist with the management of knowledge and learnings resulting from the GTAC Strategy, capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. GTAC information management and reporting: Prepare and supply knowledge management information and documents for compliance checking and auditing purposes. Prepare and supply knowledge management monthly status reports, quarterly progress reports and annual overview reports.

ENQUIRIES

:

Kaizer Malakoane at Tel No: 066 2507072
Email: Kaizer.malakoane@gtac.gov.za

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 19 April 2023
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 12/53** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NDOH 17/2023**
Financial and Management Accounting.
- SALARY** : R393 711 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma or equivalent NQF 6 qualifications in Accounting/Auditing or Financial Management. At least three (3) years' experience as a Senior State Accountant in Budget office within Government environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Delegations, Division of Revenue Act (DORA), Appropriation Act/Bill and departmental policies and procedures. Knowledge of LOGIS, PERSAL, BAS, Safety net and Vulindlela. Good communication (verbal and written), management and analytical skills. A valid driver's license.
- DUTIES** : Coordinate, review, analyse and quality assure the financial supporting information for planning purpose. Capturing of Departmental budget and compilation of rollover to National Treasury. Coordinate, review, analyse and quality assure the management accounting reporting processes. Coordinate In Year Monitoring (IYM) and reporting on revenue and expenditure. Review, analyse and quality assure the shifting and virement processes. Analyse request for out of the common reasons for shifts/virement and make recommendation. Manage resources and procedures associated with the management accounting functions. Determine workflow requirements and evaluate subordinates quarterly. Management of risks and audit queries. Manage the operational processes, review and strengthen internal controls for positive audit outcomes
- ENQUIRIES** : Ms GB Mawela at tel 012 395 8695
- NOTE** : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 21 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.
- ERRATUM:** Kindly note that the post of Maintenance Officer (MR1-MR5) with Ref No: 23/18/FS, Post 09/102 advertised in the Public Service Vacancy Circular 09 on 10 March 2023 with a closing date 27 March 2023 was advertised with the incorrect salary notch of R201 387 – R510 435. The correct salary notch is R207 429 – R953 979 We apologize for the inconvenienced caused

MANAGEMENT ECHELON

- POST 12/54** : **DEPUTY DIRECTOR - GENERAL: CONSTITUTIONAL DEVELOPMENT: REF NO: 23/49/CD**
- SALARY** : R1 590 747 – R1 791 978 (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Constitutional law, Human Rights and International law; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); A minimum of 8 years' experience at Senior Managerial level; Knowledge and understanding of Constitution of South Africa, Bill of Rights, processes and systems of Constitutional Democracy and fundamental Human Rights and values in the country, programmes in support of Social Justice and Participatory Democracy; Knowledge and understanding of Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act (PFMA). Skills and Competencies: Strategic capability and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Oversee, manage and support government's effort in promoting Constitutional Democracy and respect for fundamental Human Rights and values; Oversee and manage the development and monitor government treaty obligations and programmes; Oversee and manage government programmes and support sectoral initiatives that promote Social Justice; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria,

0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 12/55 : **CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT: REF NO: 23/46/ISM**

(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 308 051 – R1 563 948 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria

: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Computer programming, Computer system design and analysis, ICT Service Management, ITIL, COBIT, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), ICT Risk Management and modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Service Management center; Manage stakeholder relations relating to infrastructure and give strategic advice to management; Provide effective financial and people management.

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

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

NOTE : Women and people with disabilities are encouraged to apply.

POST 12/56 : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE: REF NO:23/45/ISM**

(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

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 REQUIREMENTS : National Office, Pretoria

: An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Business Intelligence solutions, Enterprise Architecture including Government Wide EA, Architecture Frameworks and ICT policy development; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of ICT Planning, Monitoring Framework, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development and maintenance of business applications; Manage functional support and enhancements to business application; Manage the provision of business intelligence services; Provide effective people management.

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

: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag

X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

POST 12/57 : **DIRECTOR: ICT SECURITY OPERATIONS REF NO: 23/44/ISM**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

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 REQUIREMENTS : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT policy development and; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of ICT Planning, Monitoring Framework, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage ICT security infrastructure operations; Manage the development of ICT security policies, norms, standards, procedures, framework and compliance; Manage the identification of current and potential legal, regulatory issues, cyber security and assess impact; Manage ICT security threat monitoring and reporting services; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J Maluleke Tel No (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

POST 12/58 : **DIRECTOR: ICT SERVICE DELIVERY MANAGEMENT REF NO: 23/43/ISM**
(This is a re-advertisement applicant who previously applied are encouraged to re-apply)

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 REQUIREMENTS : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level in ICT environment; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy, Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), ITIL, ICT Service Management, ICT Risk Management; Business Analysis and Solution Testing, Modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.

DUTIES : Key Performance Areas: Manage Service Desk operations and related processes and toolsets; Manage change and release processes; Manage major incidents and problem management processes; Provide effective financial and people management.

ENQUIRIES APPLICATIONS : Mr J Maluleke Tel No (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

POST 12/59 : **DIRECTOR: ICT TESTING AND QUALITY ASSURANCE: REF NO: 23/42/ISM**
(This is a re-advertisement applicant who previously applied are encouraged to re-apply)

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

CENTRE : National Office: Pretoria

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at middle/ senior management level of which 3 years must be in Testing/Quality Assurance; Knowledge of ICT Audit Management, ICT Governance Framework, Strategy and Planning, Policy Development, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, ICT Planning and Monitoring Framework, ICT Project Management Methodologies, Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing, modernization and innovations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development of the Test Strategies and Test Plans; Manage and facilitate the analysis, design, execution and quality assurance process; Manage and maintain the quality assurance environments and testing tools/ software; Manage service level agreement/ service provider; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No (012) 357 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.
- NOTE** : Preference will be given to women and people with disability.

OTHER POSTS

- POST 12/60** : **FAMILY ADVOCATE: LP7:REF NO: 2023/55/GP**
- SALARY** : R797 901 – R859 560 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Johannesburg
: An LLB Degree or recognized 4-year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification litigation experience; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management.
- DUTIES** : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the Province.
- ENQUIRIES APPLICATIONS** : Ms R Moabelo Tel No (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, JOHANNESBURG, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.
- POST 12/61** : **ASSISTANT MASTER, MR3- MR5: REF NO: 2023/57/GP**
- SALARY** : R268 755 – R953 979 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master Of The High Court: Pretoria
: LLB Degree or four years recognized legal qualification; At least two years' appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy (MS Office);
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.

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

POST 12/62 : **REGISTRAR MR3: REF NO: 23/49/KZN**

SALARY : R268 755 – R307 302 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office, Durban
REQUIREMENTS : An LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience; A valid driver's licence. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Key Performance Areas: Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default.; Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts; Provide effective people management.

ENQUIRIES : Ms V. Mlandeliso Tel No (031) 3723000
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

POST 12/63 : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 2023/43/GP (2 POSTS)**

SALARY : R269 301 – R380 337 per annum (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Johannesburg
REQUIREMENTS : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Appropriate experience in social work after registration as Social Worker with the SACSSP ; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act , Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries, interview parties and source references in family law disputes to townships and rural areas;

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

POST 12/64 : **MAINTENANCE OFFICER MR1 – MR5 (2 POSTS)**

SALARY : R207 429 – R953 979 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Springbok Magistrates Office, Ref No: 29/23/NC/SPR
Calvinia Magistrates Office, Ref No: 28/23/NC/CAL (the successful candidate/s will be required to work at other offices in the Namakwa District)

- REQUIREMENTS** : LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.
- 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** : Ms D Joseph Tel No (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 12/65** : **ESTATE CONTROLLER EC1: REF NO: 2023/56/GP**
- 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** : Master Of The High Court: Pretoria
- REQUIREMENTS** : 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** : Ms RR Moabelo Tel No (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, JOHANNESBURG, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.

NATIONAL PROSECUTING AUTHORITY

The is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

<u>CLOSING DATE</u>	:	19 April 2023
<u>NOTE</u>	:	Applications All applications must be submitted to the relevant Recruitment Response E mails stated below. Applicants must 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 experience information). 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 relevant 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 (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The Npa Is Not In A Position To Pay Resettlement Costs

MANAGEMENT ECHELON

<u>POST 12/66</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2023/172</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 027 698.per annum (Total Cost Package) - R1 606 404 per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research. Valid driver's license.
<u>DUTIES</u>	:	Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments.

Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No" 012 845 6638
e mail Recruit2023172@npa.gov.za

POST 12/67 : **SENIOR STATE ADVOCATE RECRUIT 2023/173**
(Re-advert)
National Prosecutions Services

SALARY : R1 027 698.per annum (Total Cost Package) – R1 606 404.per annum (Total cost package) (LP-9)

CENTRE : DPP: Pietermaritzburg (STU)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft, and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES :
APPLICATIONS : Thabsile Radebe 033 392 8753
e mail Recruit2023173@npa.gov.za

POST 12/68 : **STATE ADVOCATE**
National Prosecutions Service

SALARY : R797 901.per annum (Total Cost Package) to R 1 323 702.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Mmabatho - Recruit 2023/174
DPP: Pietermaritzburg -Recruit 2023/175 (2 posts) (1 re-advert)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting

Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Mmabatho - Flora Kalakgosi Tel No: 018 381 9041
DPP: Pietermaritzburg - Thabsile Radebe Tel No: 033 392 8753

APPLICATIONS : DPP: Mmabatho e mail Recruit2023174@npa.gov.za;
DPP: Pietermaritzburg e mail Recruit2023175@npa.gov.za

POST 12/69 : **STATE ADVOCATE (STU) RECRUIT 2023/176**
National Prosecutions Service

SALARY : R797 901.per annum (Total Cost Package) to R1 323 702.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Pietermaritzburg

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

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

risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES
APPLICATIONS

: Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit2023176@npa.gov.za

POST 12/70

: **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

SALARY

: R533 631.per annum (Excluding Benefits) to R1 247 166.per annum (Total Cost Package) (Level SU-1 to SU-2)

CENTRE

: CPP: East London (Stutterheim) - Recruit 2023/177
CPP: Pietermaritzburg - Recruit 2023/178

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES

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

ENQUIRIES

: CPP: East London -Talita Raga 040 608 6800

CPP: Pietermaritzburg - Thabsile Radebe 033 392 8753

APPLICATIONS

: CPP: East London (Stutterheim) e mail Recruit2023177@npa.gov.za;
CPP: Pietermaritzburg e mail Recruit2023178@npa.gov.za

POST 12/71

: **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY

: R533 631.per annum (Excluding Benefits) to R1 247 166.per annum (Total Cost Package) (LP 5 – LP6)

CENTRE

: CPP: Odi (Moretele) - Recruit 2023/179 (Re-advert)
CPP: Kimberley (De Aar) - Recruit 2023/180
CPP: Ladysmith (Estcourt) - Recruit 2023/181

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES

: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES

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

CPP: Kimberley - Nicholas Magongwa Tel No: 053 807 4539

CPP: Ladysmith - Thabsile Radebe Tel No: 033 392 8752

APPLICATIONS : CPP: Odi (Moretele) e mail Recruit2023179@npa.gov.za
CPP: Kimberley (De Aar) e mail Recruit2023180@npa.gov.za
CPP: Ladysmith (Estcourt) e mail Recruit2023181@npa.gov.za

POST 12/72 : **ADMINISTRATIVE CLERK RECRUIT 2023/182**
Asset Forfeiture Unit

SALARY : R181 599.per annum (Level 5) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written skills writing skills. Computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Documentation administration, writing skills and task time management.

DUTIES : Provide high quality administrative support services. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023182@npa.gov.za

POST 12/73 : **ADMINISTRATIVE CLERK**
National Prosecutions Service

SALARY : R181 599.per annum (Level 5) (Excluding Benefits)
CENTRE : CPP: Welkom (Kroonstad) - Recruit 2023/183
DPP: Mmabatho - Recruit 2023/184 (Re-advert)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Problem-solving skills and good analytical skills. General computer skills such as MS Word, Excel, MS Office suite and Outlook. Ability to act independently.

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

ENQUIRIES : CPP: Welkom - Lemmer Ludwick Tel No: 051 410 6001
DPP: Mmabatho - Flora Kalagosi Tel No: 018 381 9041
APPLICATIONS : CPP: Welkom (Kroonstad) e mail Recruit2023183@npa.gov.za
DPP: Mmabatho e mail Recruit2023184@npa.gov.za

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 or 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** : Enquiries: Kindly contact Mr Mpho Mugodo, (012) 441-6017 or Mr Thabo Ngwenya, (012) 441-6108.
- CLOSING DATE** : 19 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 posts (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.

OTHER POSTS

- POST 12/74** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: NSG 11/2023**
- SALARY** : R393 711.per annum (Level 9) plus competitive benefits cost to company).
- CENTRE** : Pretoria.
- REQUIREMENTS** : A tertiary qualification on (NQF 6) in Organisational Design/ Work study, Human Resource Management, or Human Resource Development. Training on PERSAL administration may be an advantage. Three (3) years relevant organisational design experience, including supervisory experience. Experience to include job analysis, job evaluation and job re-engineering. Knowledge: Microsoft Office packages (Word, PowerPoint, Excel, Visio). In-depth theoretical and practical knowledge of the organisational design, particularly job evaluation. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act). Policy development and implementation. Batho Pele principles. Manipulate data into meaningful, useable information. skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Good conflict management skills. Creative and analytical skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with organisational design 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. Willingness to travel and work with extended hours, including away from office, as and when required.
- DUTIES** : Implement and monitor organisational design and related policies, directives and frameworks for the NSG. Implement an organisational design governance framework for the NSG. Monitor the standards and guidelines for organisational design (such as quality and integrity). Support research towards organisational design. Manage the alignment

of data and information management to knowledge management. Manage compliance reporting relating to organisational design. Liaise with business units and employees to determine organisational design needs and functional analysis. Provide organisation design support to NSG management, employees and stakeholders, including on the job support and advice. Support the accessibility and flow of information within the organization and to external Manage organisational design documents and records, including submissions and approved job profiles. Support close working relations with internal business units and the Department of Public Service and Administration (DPSA) to ensure effective organisational design and development. Forecast organisational design requirements through diagnosis, analysis, research and benchmarking. Provide support in designing the organisational structure aligned to strategic functions, systems, service delivery model, budget allocations, etc. Support in the development of the functional and post structure as outlined in legislative and policy frameworks as well as directives. Determine roles & responsibilities, functions, posts, span of control and management structures. Undertake monthly monitoring and evaluation of the organisational structure and job profiles for efficiency and effectiveness. Support in the development of business case, organisational structures, migration strategy and consultation as outlined in the OD Directive. Maintain the establishment (designation, salaries and status of posts). Undertake job analysis and ensure post levels are correct through job evaluation. Facilitate the engagements with business units and individuals towards the compilation of job profiles, including evaluation questionnaires. Maintain and update database for job profiles, salary bands and designations. Maintain and update database for job evaluations, minutes of meetings, recommendations and approvals. Monitor implementation of new processes and refine as required. Support in the development and implementation of service delivery improvement initiatives, including norms and standards. Provide secretariat support to relevant committees/ management structures, including the Job Evaluation Panel. Manage allocated resources (people, finance, systems, assets, contracts) within the sub directorate. 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, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
 : 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.asd1@thensg.gov.za

POST 12/75

: **ADMINISTRATOR: LEARNER RECORDS REF NO: NSG 12/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R218 064. per annum (Level 6) plus competitive benefits cost to company.
 : Pretoria.
 : A tertiary qualification at (NQF level 6) in Office Administration, Business Administration,
 Public Administration will be an added advantage. Experience: One (1) to two (2) years'
 relevant experience in office administration in an ETD environment. Competencies/Skills: Good oral and written communication skills. Good interpersonal
 skills. Basic project management skills. Problem solving and analysis. Elementary
 research skills. Basic analytical skills. Ability to interpret policies and directives.
 Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Knowledge
 of procedures related to information and records management. Basic knowledge of
 finance and supply chain management. Virtual meetings (organize, host, record,
 transcript). Meetings management (scheduling, agenda setting, recording, minute
 taking, action plans). Public service legislation, policies, prescripts and procedures.
 Office administration. Document management. Batho Pele principles. 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. 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. Travel and work with
 extended hours, including away from office.

DUTIES

: Provide administrative support towards the provision of examinations services provided
 by the NSG. Support the approval and registration of examination sites, in line with
 assessment and moderation standards. Update examination schedules and the Training

Management System records. Provide administrative support towards the recruitment and deployment of invigilators, assessors, and moderators. Maintain records and undertake reporting of all examinations undertaken. Maintain learner records, database for assessments and ensure correct capturing onto the ETQA and NSG systems in accordance with approved certification policies. Prepare documentation for submission to relevant authorities. Check the completeness of assignments/POEs received from different stakeholders and ensure capturing onto TMS. Analyse reports received from assessment officers and prepare certificates for print. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Respond to learner and client queries, requests and complaints. Communicate with clients on the submission due dates, and instances where submission extensions are granted. Compile monthly reports for reporting. Investigate client complaints and resolve by providing regular feedback. Update National database with correct learner achievements to enable external moderation. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators. Coordinate venue finding for examinations and provide confirmation to the departmental coordinator(s). Facilitate the management, quality control and reproduction of examination/ learning material (stock level management). Manage the dispatching of examination/ learning material to venues. Ensure proper closing and safe keeping of case files. Analyse reports received from assessors and moderators and respond to requests raised. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage travel and accommodation arrangements as required. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Create monthly files and send copies of all registers to the Learner Database. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, 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.admin01@thensg.gov.za

POST 12/76

: **ADMINISTRATOR: EXECUTIVE SUPPORT REF NO: NSG 13/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R181 599.per annum (Level 5) plus competitive benefits cost to company.
 : Pretoria.
 : Grade 12. A tertiary qualification at (NQF level 5) in Office Administration, Business
 Administration, Public Administration will be an added advantage. Experience: No
 experience. Competencies/Skills: Strong computer literacy. Strong oral and written
 communication skills. Strong interpersonal skills. Strong planning and organizing skills.
 Writing skills. Basic programme and project management skills. Problem solving and
 analysis. Client orientation and customer focus. Basic analytical skills. Basic financial
 management skills. Presentation skills. Basic Numeracy skills. Knowledge: Microsoft
 Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host,
 record, transcript). Meetings management (scheduling, agenda setting, recording,
 minute taking, action plans). Public service legislation, policies, prescripts and
 procedures relevant to the job. Minimum Information Security Standards (MISS).
 Protocol, etiquette and diplomacy. Batho Pele principles. Personal attributes: High level
 of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team,
 Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and
 presentation. Willing to work long hours and outside working hours.

DUTIES

: Coordinate the interface between the Principal's Office in Cape Town and the Ministry.
 Implement the Standard Operating Procedures for the Office of the Principal. Draft
 reports on personnel and material movements and other operational issues. Maintain
 record management system of the Office of the Principal. Process requests for the
 procurement of goods and services for the Office. Prepare submissions and other
 documents for the Office of the Principal. Participate in long-range planning meetings
 with regard to upcoming events. Make arrangements, included but not limited to sending
 out invites, venue confirmations, rsvp, parking and catering arrangements. Scan and
 record submissions to the Director-General and the Minister. Coordinate meetings with
 the NSG stakeholders. Provide administrative and logistical support for Principal
 meetings, seminars, conferences, workshops, etc. Support the Office in the
 arrangement of meetings of the governance structures. Maintain concise, accurate
 records for the meetings. Develop office plans for scheduled Cabinet and Parliament

interface. Support coordination of Parliamentary engagements and working groups' activities. Coordinate the Department's reports to FOSAD Clusters, Cabinet and Parliament. Document Parliamentary questions Coordinate the documentation of Parliamentary questions responses from Branches. Prepares and maintains administrative documentation with respect to Parliamentary and Cabinet events including preparation of post-events reports. Coordinate stakeholder forums and scheduling of stakeholder meetings. Draft responses to stakeholder queries and requests with required evidence for submission to Director Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, 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.admin02@thensg.gov.za

POST 12/77

: **DRIVER REF NO: NSG 14/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R151 884.per annum (Level 4) plus competitive benefits cost to company).
: Pretoria.
: A grade 10 qualification/ standard 8 and valid code 08 driver's license (manual transmission). 7-12 months relevant experience. A professional driving permit (PrDP) will be an added advantage. Knowledge: Procedures to operate the motor vehicle e.g., obtain trip authorities, complete the logbooks, obtain consumables (e.g. petrol). Basic motor vehicle functions (e.g. fixing a flat tyre, checking oil and water levels, etc.). Knowledge of the prescripts for the correct utilisation and proper maintenance of the motor vehicle. General geographic knowledge. Competencies/skills. Excellent driving skills. Good organisational and logistics skills. Interpersonal skills. Basic understanding of MS Office Suite, Outlook and internet application. Problem solving skills. Verbal and written communication skills. Telephone etiquette. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and presentation.

DUTIES

: Safely transport passengers and deliver items (mail and documents) to and from various destinations. Transport NSG employees to and from the airport and other destinations. Undertake proper pre-trip planning, including traffic, construction and weather conditions. Collect, distribute and control movement of internal and external mail and documents, including to and from the Post Office. Conduct routine maintenance, including proper fueling, on the allocated vehicle and ensure roadworthiness. Conduct pre and post inspection to the allocated vehicle. Report any identified defects to the Transport Officer immediately. Obtain relevant approval before undertaking official trips. Complete all the required and prescribed records and logbooks regarding the vehicle and the documents handled. Maintain accurate mileage and repair records, including month-end reconciliations. Assist with loading and offloading of goods when needed. Photocopying and fax services. Provide messenger services in the collection and delivery of documentation in the Department. Ensure the rerouting of traffic fines, and follow-up. Undertake registry functions, when required. Filing of transport related documents. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, 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 NSG.Recruitment@thensg.gov.za

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

**APPLICATIONS**

: **North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

Free State Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

Kwazulu Natal: Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000

CLOSING DATE
NOTE

: 21 April 2023

: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth . All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / 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 12/78** : **COURT MANAGER, REF NO: 2023/166/OCJ**
- SALARY** : R766 584 – R903 006.per annum. (All-inclusive package). The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : Free State Division Of The High Court
: Matric certificate and three-year National Diploma/Degree in Management or Administration, LLB and related fields at NQ Level 6 (360 credits) as recognised by SAQA. A minimum of six (6) years' relevant experience of which three (3) years should be at supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical Related Enquiries: Mr L.J Kolosa Tel: (051) 492 4574
Hr Related Enquiries: Ms M.A Luthuli: Tel: (051) 492 4573
- POST 12/79** : **ACCOUNTING CLERK, REF NO 2023/167/OCJ**
- SALARY** : R181 599 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Provincial Service Centre
: Matric Certificate with Accounting as a passed subject. A national Diploma in Accounting/Financial Management or equivalent will serve as advantage. One year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organizing skills and problem-solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply.
- DUTIES** : Process the payment of creditors, administer the collection of revenue, Conduct payroll administration and pay claims, Administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, Prepare manual requisitions and capture on JYP, Receive and record all invoices within 30 days, Issue receipts on monies paid in cash hall.
- ENQUIRIES** : Technical Related Enquiries: Mr O Sebatatso Tel: (018) 397 7064
Hr Related Enquiries: Ms B Ontong Tel: (018) 397 7065
- POST 12/80** : **SENIOR COURT INTERPRETER, REF NO 2023/168/OCJ**
- SALARY** : R269 214 – R317 127.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Kwazulu Natal Division of The High Court: Durban
: Matric certificate and equivalent three-year tertiary qualification at NQF 6 with at least 360 credits as recognised by SAQA. Five (5) to Ten (10) years' experience will serve as an added advantage. Proficiency in English and isiZulu languages. Appropriate

experience in general administration or court related functions with regard to court recordings and / or cash flow management. Driver's licence will be a strong recommendation. 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.

DUTIES : Render interpreting services in criminal court, labour and Quasi-judicial Proceedings. Translate legal documents and exhibits. Assist with reconstruction of Court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary Provide administrative support in general as requested by Court Manager and supervisor.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais: (087) 106 1780
Hr Related Enquiries: Ms SZ Mvuyana: (031) 492 6206

POST 12/81 : **ADMINISTRATION CLERK: DCRS, REF NO 2023/169/OCJ**

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

CENTRE : KwaZulu Natal Division of The High Court: Durban
REQUIREMENTS : Matric certificate and equivalent qualification. Experience in Clerical/Administration functions in a court environment will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais: Tel (087) 106 1780
Hr Related Enquiries: Ms SZ Mvuyana: Tel (031) 492 6206

POST 12/82 : **MESSENGER, REF NO 2023/170/OCJ**

SALARY : R128 166 – R150 975.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court of Appeal (Free state)
REQUIREMENTS : Grade 10 plus a minimum of two (2) years' experience as a messenger. A valid driver's license. A Public Driver's Permit (PDP) will serve as an added advantage Skills and Competencies: Computer Skills (MS Office). Good Communication skills (verbal and written). Attention to detail. Problem solving skills. Good organising skills. Ability to work under pressure. Ability to work independently and as well as in a team. Good interpersonal relations skill and the ability to liaise with team members and the public. Must be responsible and have good work ethics.

DUTIES : Collect post from the post office and distribute it to various offices. Distribute urgent/hand delivered post to various offices. Deliver outgoing post to the Post Office and other offices. Driving court vehicles and transporting officials to various destinations. Maintain register of post distribution and ensure the safeguarding of all correspondence.

ENQUIRIES : Technical/HR related enquiries: Ms N. De la Rey: Tel No: (051) 492 4523

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions.

Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can apply on www.psc.gov.za.
- CLOSING DATE** : 21 April 2023, 15H30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POSTS

- POST 12/83** : **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING, AND INFORMATION MANAGEMENT REF NO: DD/HRSPIM/03/2023**
- SALARY** : R766 584 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Public Service Commission House, Pretoria
- : An appropriate recognized three-year National Diploma or Degree NQF level 6/7 or equivalent qualification in Human Resource Management or equivalent. Minimum of 3-5 years in Human Resource Management experience at supervisory/ management level ASD. Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices, Employment Equity Act, HRM related policies, systems and processes, procedures and best practice. Extensive experience in the field of Human Resource Planning, Recruitment and Selection, Job Evaluation, Conditions of Service, Policy Development. Working knowledge and experience of PERSAL. Management and supervision of subordinates. Customer relationship skills, project management skills, presentation skills, change management skills, Report writing skills, Problem solving skills (decision-making), Planning, organizing and analytical skills. Effective communication (both written and verbal) skills. Computer literacy (MS Excel, MS Word and MS PowerPoint). Ability to interact with stakeholders at all levels within the department. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel. Ability to relate well with all levels of stakeholders.

DUTIES : Key performance areas: Responsible for strategic positioning and support to senior management in the following areas: Human Resource Planning, Job Evaluation, Conditions of Services, Information Management, Policy Development, Recruitment and Selection. Improving HR policies, systems, processes, and procedures. Ensure effective and operational efficiency of resource management including (HR, finance and Assets) of the component. Ensure balanced and holistic approach/effort in managing an HR management functions. Proactively building sound relationships with key stakeholders.

ENQUIRIES : Ms D Michael Tel: 012 352 1201 or 012 352 1068

POST 12/84 : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/03/2023**

SALARY : R766 584 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Mpumalanga Provincial Office
: An appropriate recognized three-year bachelor's degree NQF level 7 in the field of Social Sciences / Public Administration / Development Studies. A post-graduate qualification (NQF level 8) will be an added advantage. 3-5 years' experience in Public Service Monitoring and Evaluation, Research, projects' management, Administrative, Promotion and Advocacy experience. Research and development of Public Administration Practice. Strong Technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods – minimum of 3 years. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of Government administration. Good report writing, presentation and analytical skills. People management, project management and communications skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs.

DUTIES : Key performance areas: Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum and other stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in the compliance to Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Mpumalanga Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on the Public Administration as per the Mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Assist with investigations of grievances and complaints submitted to the PSC. Assist in managing and conducting Public Administration Investigations as well as professional ethics. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196).

ENQUIRIES : Ms Salome Meso Tel No: 013 755 4070/1

POST 12/85 : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASD/POS/NW/03/2023**

SALARY : R393 711 per annum (Level 9)
CENTRE : Public Service Commission North West Provincial Office, Mmabatho
REQUIREMENTS : Ideal Candidate Profile: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management and or Human Resources. 2-3 years' experience as Administrative Officer or equivalent experience in a related field, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must

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

DUTIES : Key Performance Areas: Provide support in conducting investigations of Grievances and Complaints emanating from the Provincial Departments. Management of cases from National Anti-Corruption Hotline. Collecting and Consolidating the six-monthly grievance reports from Provincial Departments. Advocacy (i.e. Workshops in Grievance and other LR related Matters). Advocacy, Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration and Professional Ethics. Research Projects. Conduct Service Delivery Inspections. Monitoring of 30 Day Payment by North Provincial Departments. Collating information relating to financial misconduct from the Provincial Departments. Management of Financial Disclosure Framework in the Province. Compiling bi-annual report in the implementation of the PSC recommendations. Attend to ad hoc functions as may be directed by management. Corporate service support to the Office and Commissioner.

ENQUIRIES : Mr JL Mautlwa Tel: 018 348 1000

POST 12/86 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: ASD/HRP/03/2023**

SALARY : R393 711 per annum (Level 9)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : An appropriate recognized three-year National Diploma or Degree NQF level 6/7 or equivalent qualification in Human Resource Management or equivalent. Minimum of 3-5 years as Senior Human Resource Practitioner. Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices, Employment Equity Act, HRM related policies, systems and processes, procedures and best practice. Experience in the field of Human Resource Planning, Recruitment and Selection, Job Evaluation and Policy Development. Management and supervision of subordinates. Customer relationship skills, project management skills, presentation skills, change management skills, Report writing skills, Problem solving skills (decision-making), Planning, organizing and analytical skills. Effective communication (both written and verbal) skills. Computer literacy (MS Excel, MS Word and MS PowerPoint). Ability to interact with stakeholders at all levels within the department. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel.

DUTIES : Key performance areas: Responsible for developing and implementing the Human Resource Plan of the OPSC. Evaluating posts in the OPSC. Managing the advertising, Recruitment and Selection processes. Managing the recruitment database. Advising senior management of Job Evaluation, Employment Equity and Recruitment and Selection matters. Ensure that the recruitment and selection strategy is aligned with the Employment Equity, Policy Formulation, Implementation, Monitoring and Evaluation

ENQUIRIES : Ms D Michael Tel: 012 352 1201/ 012 352 1068

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. 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.
- CLOSING DATE** : 19 April 2023 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied 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.

OTHER POSTS

- POST 12/87** : **SPECIALIST: MEDIA LIAISON, CONTENT DEVELOPMENT AND SPEECH WRITING**
REF NO: 15/2023
Directorate: Marketing and Communications Services
- SALARY** : R766 584.per annum (level 11) (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** : Pretoria
- REQUIREMENTS** : A three-year qualification (NQF Level 7) in Journalism/ Communication/ Marketing/ Language and Literature or related. At least 5 years' experience in the communication

environment of which 3 years must be at ASD level. Experience in Media, advertising, PR, media buying, marketing and branding will be an added advantage. Must have knowledge of stakeholder relations, disciplinary knowledge in Communication and Marketing, excellent writing, research and editing skills. Presentation skills, Report writing skills, High level of computer literacy and sound knowledge of the Microsoft Office suite. Ability to apply technical/ professional skills. Ability to accept responsibility and take initiative, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must be creative and have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

DUTIES : The successful candidate will be responsible to provide media liaison, content development and speech writing. This entails writing speeches and produce briefing notes for the principals: Write speeches and briefing notes for the Minister, Deputy Ministers and Director General. Editing: Facilitate editing of all Departmental documents that are earmarked for external publication. Providing media liaison and monitoring support: Produce media liaison plan for outreach activities. Developing content for social media platforms: Produce monthly content grid for social media platforms. Producing Quarterly External Newsletter: Develop content grid for the newsletter.

ENQUIRIES : Ms M Masilela, Tel No (012) 312 0471.

POST 12/88 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 16/2023**
Office of the Director-General

SALARY : R766 584.per annum (level 11) (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 NQF 6 tertiary qualification in the areas of Public Administration, Office Management/Administration or related field. At least 3 years' experience at ASD level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.

DUTIES : The successful candidate will be responsible to Provide administration and secretarial support in terms of the responsibility of the Minister. This entails monitoring and facilitate Cabinet matters. Coordinate the inter-ministerial committees chaired by the Minister. Handle international engagements of the Minister. Provide administrative support to the office of the Minister.

ENQUIRIES : Ms M Masilela, Tel: 012 312 0471.

POST 12/89 : **MINISTRY ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: 17/2023**
Office of the Director-General

SALARY : R766 584.per annum (level 11) (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 NQF 7 tertiary qualification in the areas of Public Administration, Office Management/Administration, or related field. At least 5 years appropriate experience of which 3 years must be in Administration and 2 years at ASD level. An NQF 8 tertiary qualification will serve as an added advantage. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills, and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.

DUTIES : The successful candidate will be responsible to provide administrative support to the Office of the Minister. This entails provisioning of administrative support services to the

Ministry. Provide financial and procurement support to the Ministry. Perform secretariat functions for management meetings within the Ministry. Assist with coordination of special projects administration and provide logistical support for the Ministry.
Ms M Masilela, Tel: 012 312 0471.

ENQUIRIES

:

POST 12/90

:

SENIOR COMMUNICATION OFFICER REF NO 18/2023
Directorate: Marketing and Communications Services

SALARY

:

R331 188.per annum (level 8) plus benefits.

CENTRE

:

Pretoria

REQUIREMENTS

:

An appropriate NQF 7 qualification in Journalism/ Communication/Marketing/ Languages and Literature or related. At least 3-5 years' experience in communication. Must have script writing, research and editing, communication and multimedia platforms skills. Should possess the following skills: Presentation skills, Report writing skills, High level of computer literacy and sound knowledge of the Microsoft Office suite. Ability to apply technical/ professional skills. Ability to accept responsibility and take initiative, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must be creative and have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources.

DUTIES

:

The successful candidate will be responsible to provide media liaison, multimedia and communication services. This entails providing videography and photography services: Provide photographic and video graphic services during the departmental events and outreach activities. Supporting the implementation of the social media strategy and plan: Produce short video clips for social media uploads. Supporting the production of external and internal newsletters: Write articles for the external and internal newsletter and submit within the stipulated deadlines. Supporting media liaison and engagement activities: Media mobilisation for all Departmental activities. Supporting media monitoring activities: Daily media monitoring.

ENQUIRIES

:

Ms M Masilela, Tel No (012) 312-0471.

THE 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.

- CLOSING DATE** : 21 April 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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>.

MANAGEMENT ECHELON

- POST 12/91** : **CHIEF DIRECTOR: BUSSINESS INTELLIGENCE AND SECTOR-WIDE M&E: REF: CD-BISWME**
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14) all inclusive
: Pretoria
: A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Commerce / Research / Modelling / Business Administration or equivalent. 5 years of experience at a senior managerial level within an economic analysis, business intelligence / research or monitoring and evaluation environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Additional requirements: Security Clearance of Secret, Driver's licence and Computer Literacy. Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation Customer Focus and Communication.
- DUTIES** : Lead and guide evidence-based research to determine the effectiveness of the SMME economy and outline future paths for the SMME landscape. Lead sector-wide monitoring and evaluation services to measure efficiency and identify lessons learned to improve policy and programme design. Facilitate and manage the coordination processes for reporting on support provided to designated groups in prioritized sectors and across the portfolio. Identify and work with key stakeholders within the ecosystem to ensure a coordinated approach in respect of research and monitoring and evaluation of programmes for the portfolio. Communicate with internal and external stakeholders, drive the mandate of the department, and lead technical discussions without compromising the integrity of the Department. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women. Candidates must submit

applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – BISWME

- POST 12/92** : **CHIEF DIRECTOR: FUNDING SUPPORT AND COORDINATION REF: CD -FSC**
- SALARY** : R1 308 051 per annum (Level 14) all inclusive
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and undergraduate qualification (NQF level 7) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration/ Public Administration or equivalent as recognised by SAQA. 5 years of experience at a senior managerial level in Development Finance or Funding Support and Coordination environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Additional requirements: Security Clearance of Secret, Driver's licence and Computer Literacy. Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation Customer Focus and Communication.
- DUTIES** : Lead and assume responsibility for the coordination of funding opportunities for SMMEs and Co-operatives. Negotiate and mobilise public and private sector funding for SMMEs and Co-operatives and coordinate implementation thereof. Oversee the development of funding policy, supporting norms and standards (standardized requirements) and implementation thereof, inclusive of a payment tracking platform for SMMEs and Co-operatives. Oversee design of blended financial support initiatives that supports business growth for SMMEs and Co-operatives. Champion advancement of competitiveness for informal businesses, Co-operatives and SMMEs through and integrated approach across the provincial and local government structures. Communicate with internal and external stakeholders, drive the mandate of the department and lead complex discussions without compromising the integrity of the Department. Lead and manage operations, financial, human and physical resources of the chief directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:CD–FCS
- POST 12/93** : **DIRECTOR: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT, REF D-GICTM**
- SALARY** : R1 105 383 per annum (Level 13) (all inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Information Management / Information Technology / Computer Science. Possess a minimum of 5 years' experience at a middle / senior managerial level within information systems, information security or ICT governance environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Manage the provision of information management and information technology governance services. Manage the provision of information management and information technology operations, solutions, support and application services. Manage the provision of infrastructure and operations services. Manage the provision of information and knowledge management services (including library services, web development, information reproduction and printing services, information mining and security, archiving and records management services). Manage and ensure effective and efficient utilization of financial, human and physical resources in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women. 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: D – GICTM"

OTHER POSTS

POST 12/94 : **PERSONAL ASSISTANT TO THE DG REF NO: PA-DG**

SALARY : R269 214 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : Senior certificate and Secretarial Diploma or equivalent qualification as recognised by SAQA. B. Degree/National Diploma in Office Practice, Secretarial Studies or Business Administration will be an added advantage 3- 5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management) Knowledge on the relevant legislation / policies / prescripts and procedures Basic knowledge on financial administration. Computer training in MS package and Microsoft Teams. B/EB Driver's license. Have Competencies: Communication (Written and Verbal), Good telephone Etiquette and Interpersonal skills, Computer literacy, Sound organising and people skills, High level of reliability, Ability to act with tact and discretion, Ability to do research and analyse documents and situations and good grooming and presentation.

DUTIES : Provide receptionist service to the manager. Provide a secretariat service in meetings. Manage the Manager's diary and travels. Provide administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in Manager's office. Liaise with internal and external stakeholders.

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

APPLICATIONS : 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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: PA-DG"

POST 12/95 : **ADMINISTRATOR REF NO: A (4 POSTS)**

SALARY : R218 064 per annum (Level 6)

CENTRE : Pretoria

REQUIREMENTS : Senior certificate and a Minimum: Of N 5/6 in Office Management A Minimum of 1 – 2 Years of administrative experience in the public / private sector environment. Computer training in MS package and Microsoft Teams. B/EB Driver's license. Be competent in the following skills: Organisational and time management skills, Negotiating and Listening Skills Presentation and Professionalism Skills, Financial Management, Communication (Verbal and Written)

DUTIES : Provide a meeting support service to the unit which includes but is not limited to, annual meeting schedules, Invitations, Attendance Registers, etc. Venue arrangements (includes refreshments). Drafting and circulating Agenda items. Consolidating and circulating meeting packs (hardcopy or electronic). Taking minutes and circulating the minutes for input and approval. Provide administrative support service to the department by managing document flow (including Incoming and Outgoing registers, document tracking, etc). Manage the diary of the Director. Receive telephonic calls, messages, and visitors and direct to relevant role players and provide relevant information as required. Provide logistical support and financial support services to the unit. Information Management. Information management. Communicate with staff, service providers and all relevant stakeholders verbally and in writing.

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

APPLICATIONS : 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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when

applying i.e., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. i.e. "REF NO: A"

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : recruitment@dsac.gov.za No hand-delivered or applications sent via post/ mail will be accepted. ONLY emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 18 April 2023 at 16:00
- NOTE** : It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the email address indicated above. 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. AZ83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. 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). Failure to submit the above documents will result in the application not considered and deemed a regret. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), the evaluation certificate will be requested should the applicant be shortlisted. Applicants must be South African citizens or a Permanent Residents. If shortlisted, all non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. 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. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. 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. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credits records The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

OTHER POSTS

- POST 12/96** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC-01/03/2023**
- SALARY** : R766 584.per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year Bachelor's Degree or National Diploma (NQF 6) in Public Administration or relevant qualification; 3 to 5 years' experience in the field of office management and supervisory management as well as executive secretariat support; Must be a S.A. Citizen or a Permanent Resident; A valid Driver's license; Knowledge of principles and procedures for secretariat support; Understanding of Office management; Knowledge of Public Service Regulations; High level minute taking skills; Planning and organising

skills; Project management skills; Computer literacy with word processing, spreadsheet and other software; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts; Ability to work effectively in a professional team environment; Good communication (verbal and written) and interpersonal relations; Listening skills and skills in presenting reports

DUTIES

: Key Performance Areas: The purpose of the post is to provide support to the Director-General to achieve the objectives and goals of the Department of Sport, Arts and Culture; Managing of meetings effectively and efficiently; Ensure that the transfer of best practices occurs within the Office of the Director-General focusing on commitment, team building, role modeling and attitude or behavior change; Design, monitor, co-ordinate and implement budget strategies for the Office of the Director-General; Ensure that administration objectives are consistent with overall objectives and follow best practices observed within DSAC; Ensure that proper management of filing system and that documents filed are readily available when required; Ensure that a proper database system is in place and monitor the maintenance thereof; Provide strategic and tactical guidance for all budgetary, procurement and administrative activities within the Office of the Director-General; Follow up on decisions, agreements and commitments to keep the Director-General informed of progress; Provide administrative support to the Office of the Director-General; Attend and take notes in meetings; Prepare for Director-General's internal and external meetings; Keep track of all the documents in the Office of the Director-General; Collect and disseminate information to all relevant authorities on behalf of the Director-General; Manage documents and Supervision of Personnel in the Office of the Director-General

ENQUIRIES

: Ms N Ramalepe, Tel: (012) 441 3000

POST 12/97

: **DEPUTY DIRECTOR: COMMUNITY SPORT DEVELOPMENT REF NO: DSAC-02/03/2023**

SALARY

: R766 584.per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE

: Pretoria

REQUIREMENTS

: Three-year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Sport Development, Sport Administration, or relevant qualification; Must be a S.A. Citizen or a Permanent Resident; 3-5 years' experience in sports management programmes; Must have a valid driver's licence; Thorough knowledge of sport and recreation in the South African context; Thorough knowledge of principles and procedures for management including best practices in this arena; Skill in planning and project management, workshops and presentation skills and in maintaining composure under pressure while meeting multiple deadlines; Skill in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Skill in effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment; An in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues; Must be able to withstand the political pressures related to this job; Ability to work under pressure; Work over weekends.

DUTIES

: Key Performance Areas: The purpose of this post is to manage the projects to increase the number of participants from specific target groups in sport and recreation activities; Provide operational leadership pertaining to the following areas; Develop and ensure the maintenance of a framework to increase the number of participants from specific target groups such as women the disabled, the aged and the rural in sport and recreation activities; Develop and implement interventions to develop sport clubs; Establish a strategy and operational leadership for the sub directorate including the approach for the development of a set of metrics to monitor the delivery of the objectives, utilising efficiency and cost reduction whilst maintaining high quality and value to the Department; Provide strategic and tactical guidance for the operational activities within the sub-directorate, ensuring operational and financial objectives are consistent with departmental objectives; Advise stakeholders, DSAC Ministry and Management on sport and recreation issues; Implement Personal Development Plans and legislative frameworks governing the environment; Manage the Sub directorate.

ENQUIRIES

: Mr T Thebehae, Tel: (012) 441 3000

POST 12/98 : **DEPUTY DIRECTOR: COMMUNITY SPORT DEVELOPMENT (CLUB DEVELOPMENT) REF NO: DSAC-03/03/2023**

SALARY : R766 584.per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Exercise Science, Physical Education, Sport Development, Sport Administration, or relevant qualification; 3-5 years' experience in Sport development and Recreation programmes; Must have a valid driver's license; Must be a S.A. Citizen or a Permanent Resident; Understanding of the Conditional Grant of Sport Development and Mass Participation; Must understand the Public Finance Management Act and other related government regulations; Must be familiar with the National Sport and Recreation Plan; Must understand be familiar with the Club Development Programme; Must have Supervisory skills; Knowledge and understanding of National Sport and Recreation Act and other Sport related regulations; Thorough knowledge of school sport within the broader sporting context; Thorough knowledge of principles and procedures for sports management including best practices in this arena; Knowledge of designing and leading sports and recreation cultural change interventions and programmes; Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, and co-ordination of people and resources; Planning and project management skills; Problem solving skills; Computer literacy; Good communication and interpersonal relations; Presentation skills; Ability to work under pressure while meeting multiple deadlines

DUTIES : Key Performance Areas: The purpose of this post is to provide formal sports participation opportunities through an integrated and sustainable club structure; Conduct audit of sport and recreation clubs including membership figures; Ensure that all sport and recreation clubs affiliate to the applicable NF, which is recognised by SASCOC; Maintain a GIS based database of registered clubs; Develop a club support system with expertise regarding club (Affiliated clubs); Ensure that every NF has a club system in place with clubs in all the provinces (Exceptions will be considered on a case-by-case basis); Assist to ensure that where clubs are non-existent, hubs will work jointly with NFs to support the creation of clubs; Formulate marketing initiatives to encourage the sponsorship of clubs; Encourage clubs to adopt the nearest schools. (The linkage between schools and community structures with clubs is important); Facilitate coaching clinics and organise coaches to deliver programmes in schools and the community through the club system; Facilitate the establishment of governance structures in clubs; Quality assures the training courses and manuals for various programme, to ensure that it is accredited and aligned to the objectives of the programme; Ensure that participation is extended to include those with disabilities, the previously disadvantaged and women; Liaise between Departments to ensure an integrated approach to schools and club participation; Ensure integration of service delivery / planning; Analyse monthly provincial reports; Consolidate quarterly and annual reports; Provide an annual evaluation report for Club Development; Participate in the planning, coordination, and implementation of the Conditional Grant Framework; Coordinate the audit process in relation to the Club Development Programme; Manage and supervise the subordinates; Ensure all duties are performed within the legal framework of DSAC, the government and the country

ENQUIRIES : Mr T Thebehae, Tel: (012) 441 3000

POST 12/99 : **ASSISTANT DIRECTOR: AFRICA AND THE MIDDLE EAST REF NO: DSAC-04/03/2023**

SALARY : R393 711.per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma (NQF 6) in International Relations/ Political Sciences/ Social Sciences or relevant qualification; 2-3 years' experience in International Relations; Must be a S.A. Citizen or a Permanent Resident; A valid Driver's License; Willingness to travel abroad; A fair background and understanding of Sport, Arts and Culture.; Knowledge and understanding of relevant Acts and prescripts; Basic knowledge of Public Finance Management Act; Knowledge of relevant Foreign Policies; Good communication and interpersonal relations (Excellent written and verbal communication and liaison skills); Problem solving skills; Analytical thinking skills; Computer Literacy; Good administrative skills; Project management skills; Sound planning and organizing skills; Ability to handle confrontational situations with diplomacy

DUTIES

: Key Performance Areas: The purpose of this post is to assist with management and monitoring cultural relations between South Africa and the bilateral and multilateral partners in Africa and the Middle East; Support the Director to coordinate and facilitate departments contribution to SADC, AU, and other Africa multilateral organisations; Arrange workshops and meetings for stakeholder engagements feeding into the reporting cycles of various multilateral commitments by the Department; Assist with implementation of multilateral special projects e.g Africa Month; Facilitate for the appointment of Service providers; Compile reports upon completion of Projects; Managing arts and culture content through servicing bi-lateral relations, identifying opportunities, and supporting with implementation of related special projects; Assist to initiate and formalise cultural relations through Cultural Agreements, MoU's and PoC's; Initiate and maintain good contact with stakeholders i.e Missions abroad and foreign representatives in SA, departmental line functions, social sector institutions and organisations, donors, national and provincial departments; Stakeholder engagements for planning and implementation of identified projects; Facilitate for the appointment of Service providers; Represent the department at internal, inter-departmental meetings and other meetings (including DIRCO); Participate at JBC, BNC, JPCC inter-departmental meetings; Participate at Bi-lateral and Multi-lateral Meetings; Compile and submit quarterly, annual, budget, risk and other compliance reports as may be required periodically; Carry out and/or manage logistical and administrative duties arrangements related to incoming and outgoing visits and special projects; Arrange meetings and minute taking during meetings; Prepare briefing documents for incoming and outgoing visits; Advise the Department on travel requirements and protocol issues related in incoming and outgoing international visits

ENQUIRIES

: Ms N Malebye, Tel: (012) 441 3720

POST 12/100

: **SENIOR SPORT AND RECREATION COORDINATOR: SCHOOL SPORT COMPETITIVE PROGRAMME REF NO: DSAC-05/03/2023**

SALARY

: R393 711.per annum

CENTRE

: Pretoria

REQUIREMENTS

: Three year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Sport Development, Sport Administration, or relevant qualification; 2 to 3 years relevant experience in planning and coordination in the sport environment; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence; Must be willing to travel extensively and work over weekends; Knowledge of legislative framework in the sports environment; Basic understanding on the implementation of the DSAC and DBE MoU; Basic understanding of the role of stakeholders in school sport; Basic knowledge of the South African sporting environment; Good verbal and written communication skills; Report writing and presentation skills; Analytical thinking skills; Planning and organizing skills; Computer literacy; Resource coordination skills; Project coordination skills; Ability to work independently with minimum supervision; Interest in sport; Ability to pay attention to details; Teamwork; Interpersonal relationships; Reliability; Honesty; Ability to work under pressure; Creativity.

DUTIES

: Key Performance Areas: The purpose of this post is to coordinate, promote and monitor school sport competitive and development programme; Coordinate and promote the participation competitive school sport Programme; Coordinate the planning and implementation of the National School Sport Championships; Coordinate Local Organizing Committees and Code Competition Committees for staging the National School Sport Championships; Monitor the implementation of the National School Sport Championships in line with the objectives; Coordinate and maintain stakeholder relations in implementing the National School Sport Championships; Monitor the schools' contribution in national championships; Monitoring District and Provincial Championships; Consolidate and record district and provincial championship information and activities; Monitor the schools' contribution in district and provincial championships; Link mass participation and competitive school sport; Monitoring District and Provincial Championships; Liaise with provinces and sport codes in monitoring the participation and development of athletes; Monitor the development of coaches and technical officials through capacity building; Liaise with provinces and sport codes to monitor the identification and development of talented athletes; Provide administrative and logistical support for School Sport Competitive Programme; Coordinate the compiling and consolidation of reports by provinces and sport codes; Provide secretarial and logistical support during the competitive school sport meeting with provinces, sport codes and other related stakeholders; Coordinate stakeholders' relationships regarding competitive school sport

ENQUIRIES

: Mr G Mabuza, Tel: (012) 441 3136

POST 12/101 : **SENIOR SPORT AND RECREATION COORDINATOR: SCHOOL SPORT MASS PARTICIPATION REF NO: DSAC-06/03/2023**

SALARY : R393 711.per annum
CENTRE : Pretoria

REQUIREMENTS : Three year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Sport Development, Sport Administration, or relevant qualification; 2 to 3 years relevant experience in in planning and project management of sport environment; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence; Must be willing to travel extensively and work over weekends; Knowledge of legislative framework in the sports environment; Good communication and interpersonal relations; Report writing skills; Thorough knowledge of the South African sporting environment; Understanding of the implementation of the Conditional grant; Knowledge of the school sport structures, and sporting codes associated with School sport programmes; Analytical thinking skills; Planning and organizing skills; Problem solving skills; Computer literacy; Operational Strategy; Financial Management skills; Record management; Project Management skills; Teamwork; Interpersonal relationships; Reliability; Honesty; Ability to work under pressure

DUTIES : Key Performance Areas: The purpose of this post is to coordinate and promote the participation of learners in school sport mass participation programmes; Monitoring District and Provincial tournaments; Consolidate and record district activities for all provinces and sport federations; Conduct site visits to district and provincial activities; Compile evaluation report based on findings from the site visits; Implementation of the Monitoring tool to assist in recording findings; Provide administrative and logistical support for School Sport Mass participation; Compile and consolidate monthly, quarterly and annual performance reports by provinces; Prepare the necessary correspondences in relation to the Conditional Grant; Prepare documents for the logistical arrangements of stakeholder meetings; Provide secretarial services during the Conditional grant meeting with Provinces; Maintain regular contact with stakeholders regarding their school sport related work; Assist in management of the Conditional Grant; Conduct the Business Plan analysis and prepare a report in that regard; Compile monthly and quarterly review of provincial reports; Attend monthly and quarterly review sessions of performance information; Monitor the implementation and expenditure of the conditional grant in line with the Grant Framework in provinces; Provide annual evaluation report on the conditional grant for school sport; Present findings on Conditional Grant framework; Liaise with provinces regarding the performance on Conditional Grant; Coordinate the participation of the National School Sport Championships; Consolidate the portfolio of evidence for the learner's participation at the National Championships; Coordinate Local Organizing Committees for the National School Sport Championships; Maintain stakeholder relations; Coordinate review sessions with stakeholders;

ENQUIRIES : Mr V Mushwana, Tel: (012) 441 3301

POST 12/102 : **ASSISTANT DIRECTOR: LEGACY PROJECTS PLANNING AND ADMINISTRATION REF NO: DSAC-07/03/2023**

SALARY : R393 711.per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year degree or National Diploma (NQF 6) (BA/B Social Science/Heritage studies/Museum majoring in history/ Archaeology, Anthropology, or relevant qualification; 2-3 years working in heritage environment; Working in Government for 12 or more months is an added advantage; Must be a S.A. Citizen or a Permanent Resident ; A valid Driver's License; Knowledge of Public Service Legislation, Policies and Regulations; Knowledge of South African Heritage landscape and related policies and legislation; Understanding of Arts, Culture and Heritage Sector; Computer literacy (MS Office, incl PowerPoint, Excel, outlook); Project management skills; Monitoring and evaluations skills; Planning and organising skills; Problem solving skills; Analytical thinking skills; Presentation skills; Good communication and interpersonal relations; Good Communication Skills in English and at least one other South African language; Excellent writing skills in English and at least one other South African language

DUTIES : Key Performance Areas: The purpose of this post is to assist in the planning, administrating, co-ordinating, monitoring and evaluating the implementation of the Legacy Projects; Assist the Deputy-Directors to manage the pre-planning and planning processes including the unveiling and handover processes for the projects; Make travel arrangements for Deputy-Directors and where applicable, stakeholders; Steering Committee/Reference Group members; Keep a project file for all projects, both paper based and electronic. File paper-based documents timeously; Ensure timeous payment of service providers, within 30 days if receipt of invoices or report; Manage payment of

the S&T of the stakeholders and Deputy-Directors; Development of project related submissions and letters, including ministerial submissions; Development of PowerPoint presentations, based on reports; Development of *ad hoc* submissions; Development of Excel documents as and when requested; Development of periodic reports. Assist in facilitating and co-ordinating stakeholder's meetings; Minute-taking at stakeholder's meetings; Liaison with stakeholders and service providers; Assist in identifying and management of projects risks and capturing them in the risks register; Monitor the implementation of legacy projects; Evaluate the implementation of the legacy projects; Conduct projects site visits for the purpose of monitoring and evaluation. Project management software and risk management; Conduct visits to the sites earmarked for development.

ENQUIRIES : Ms A Monis, Tel: (012) 441 3691

POST 12/103 : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-08/03/2023**

SALARY : R393 711.per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma in Accounting/Auditing/Internal Audit; 2-3 years relevant experience in the field of Accounting or Auditing; Must be a S.A. Citizen or a Permanent Resident; Computer skills; Knowledge of the Public Finance Management Act; Knowledge of the Treasury Regulations and Financial System (BAS, LOGIS); Understands and apply commercial and financial principles; Demonstrates a readiness to make decisions, take the initiative and originate action; Good communication and interpersonal relations; Successfully adapts to changing demands and conditions

DUTIES : Key Performance Areas: The purpose of this post is to implement and monitor effective functioning of the system of internal control in the office of the Chief Financial Officer; Implement detective and corrective controls to find and correct errors when they occur; Implement and monitor preventative controls in financial transactions; Reporting of detected Unauthorized, Irregular, fruitless and wasteful expenditure; Management of losses & damages; Monitor compliance with PFMA, Treasury Regulation, policies, and National Treasury directives

ENQUIRIES : Mr B Nkutha, Tel: (012) 441 3723

POST 12/104 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DSAC-09/03/2023**
(Duration: Six Month Contract Position)

SALARY : R393 711.per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma (NQF6) in Graphic Design and Animation or relevant qualification; 2-3 years relevant experience in graphic design and animation; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence and must be willing to work irregular hours; General knowledge of government programmes; Research and editing; Creativity, attention to detail; Ability to work independently and multitask; Disciplinary knowledge in Communications and Marketing, well developed verbal and written communication skills (and presentation skills) and High level Computer literacy; Good interpersonal relations; Planning an organising skills, ability to work under pressure meet deadlines and be able to multitask; Must be proficient in the use of an Apple Macintosh computer, proficient in Adobe Illustrator, photoshop qualXpress an InDesign (Web3-D skills) and writing skills); Strong design skills and thorough knowledge of topography and printing; Knowledge of media, advertising, public relations media buying and marketing and branding

DUTIES : Key Performance Areas: The purpose of this position is to ensure the maintenance of a consistent corporate identity, brand and style through the management and creation of various marketing and communications materials and graphics; Design and layout of communication products in the Department; Provide advice and make recommendations to all stakeholders regarding creative concepts; Assist with design requests as and when required; Edit and revamp photographs of Department; Provide support in the design and layout of AR, Strategic Plan and other publications; Establish the required details for the design; Design the Department's high-level constitutional and internal publications, including the Annual Report, Annual Performance Plan, newsletters, brochures, advertisements and all other print and electronic publications; Ensure printing and publications of approved designs; Manage the upload and deletion of slides on the billboard and plasma screens; Provide advice for the design of special promotion materials such as brochures, posters for DSAC programmes and corporate communication interventions; Create graphic designs and layout as per requests received; Produce monthly reports of all designs; Provide advice and direction for

printing and binding specifications; Assist with Support product development and improvements by creating designs concepts sample layouts and products (including improved multimedia) based on the CI Manual of DSAC other technical and administrative duties as required.

ENQUIRIES

: Ms Z Velaphi, Tel No: (012) 441 3010

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	21 April 2023
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. 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. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. 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. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

OTHER POSTS

<u>POST 12/105</u>	:	<u>DEPUTY DIRECTOR: DISTRICT MANAGEMENT REF NO: 01/03/23EC</u>
<u>SALARY</u>	:	R908 502 per annum (Salary Level 12) (All-inclusive remuneration package)
<u>CENTRE</u>	:	OR Tambo District, Mthatha
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Statistics/Mathematics/Social Studies/ Demography and/or Geography, Training in sampling techniques, survey methodology, customer focus, financial and fleet management, At least five years of extensive operations management of which 3 years must be on ASD/supervisory level, Knowledge of survey methodologies, project management, sampling techniques, financial and risk management, Knowledge of MS Office Suite, A valid driver's license
<u>DUTIES</u>	:	Develop strategic, tactical/ operational plans, policies, procedures, process mapping and standards operating procedures (SOP) for field operation in the province, Manage fieldwork operations and data collection processes in the district office, Manage the implementation of corporate services functions in the district, Manage the implementation of statistical support services and respond to user needs and requests, Ensure the effective management and leadership of staff and utilisation of resources, Liaise with internal and external stakeholders.
<u>ENQUIRES</u>	:	Ms N Gwabeni Tel: 043-707 4909
<u>POST 12/106</u>	:	<u>DEPUTY DIRECTOR: DATA COLLECTION & LOGISTICS REF NO: 02/03/23EC</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Eastern Cape Provincial Office, East London
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Statistics/Mathematics/Social Science/ Demography/ Economics and/or Geography. Training in sampling techniques, SASQAF, survey methodology, customer focus, financial and fleet management. At least five years of extensive operations management of which two years must be at Assistant

Director/supervisory level. Knowledge of survey methodologies, project management, financial and risk management and sampling techniques. Knowledge of MS Office Suite. A valid driver's license.

DUTIES : Develop policies, tactical/ operational plans, procedures, process mapping and standards operating procedures (SOP) for all surveys and Censuses in the province. Manage and coordinate data collection for all surveys and censuses in accordance to national standards. Manage listing and listing maintenance for all surveys and censuses. Supervision of staff and other resources. Manage field logistics for all surveys and censuses.

ENQUIRES : Ms N Gwabeni Tel: 043-707 4909

POST 12/107 : **DEPUTY DIRECTOR: FACILITIES TRANSPORT & SECURITY MANAGEMENT REF NO: 03/03/23EC**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Eastern Cape Provincial Office, East London
REQUIREMENTS : A three-year degree in Supply Chain Management/Business Administration/Logistics/Fleet Management /Asset Management/Project Management/Financial Management is essential. At least five years proven experience in office administration and/or logistics of which three years must be on Assistant Director level. Knowledge of MS Office Suite. A valid driver's license.

DUTIES : Develop tactical/operational plans, policies, procedures, process mapping and standard (SOP) for FMLS section in the province. Manage logistics function for the province. Manage security services for the province. Manage security services for the province. Liaise with stakeholders. Manage staff and other resources.

ENQUIRES : Ms N Gwabeni Tel: 043-707 4909

POST 12/108 : **DEPUTY DIRECTOR: SOCIAL STATISTICS REF NO: 04/03/23HO (2 POSTS)**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary in Demographics/ Economics/ Development Studies/Statistics or related field, 3-5 years' relevant experience, Training in SAS Programming and SAS enterprise guide is essential, knowledge of Mathematics, Statistics, Social and/or Economics, Knowledge of MS Office Suite and SAS, Good , analytical, numeric, communication, interpersonal, report writing and supervisory skills, A hardworker who is innovative and has ability to pay attention to detail, Ability to work independently and in a team leader, Willingness to work long hours to meet deadlines.

DUTIES : Develop operational plans, policies, procedures and statistical processing methodology, Develop data collection instrument and design survey methodology, Ensure compilation of editing, imputation and quality assurance system, Development and dissemination of crime statistics, Produce thematic reports and present research papers, Interact with internal and external stakeholders, Supervision of staff and other resources within the directorate.

ENQUIRES : Ms L Dooka Tel: 012-336 0161

POST 12/109 : **NATIONAL STATISTICS SYSTEM COORDINATOR REF NO: 05/03/23MP**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Mpumalanga Provincial Office, Mbombela
REQUIREMENTS : A three year tertiary qualification in Statistics or related field, At least five years' experience in managing projects or statistical related environment, Experience in reporting, document management and archiving, Knowledge of MS Office Suite, knowledge of at least one Statistical package e.g SAS is advantageous, a valid driver's license is essential, good communication, report writing, analytical, interpersonal and networking skills, ability to work under pressure, ability to handle multiple tasks and projects, willingness to travel.

DUTIES : Provide input into the provincial development indicator framework, advocacy and stakeholder liaison to support the use of statistical information through the provincial statistics forum, marketing, and any other provincial development planning, research, and monitoring forums, communicate information on developments (programmes and activities) in the province and at local government level, facilitate statistical capacity and enhance statistical literacy amongst users of statistics and promote the application of the South-African Statistical Quality Assurance Framework (SASQAF), coordinate links with stakeholders, create and maintain an NSS provincial archive.

ENQUIRES : Mr B Mbiyozo Tel: 013 762 0000

- POST 12/110** : **DEPUTY DIRECTOR: PPI DATA COLLECTION REF NO: 06/03/23HO (2 POSTS)**
- SALARY** : R766 584 per annum (level 11) (All-inclusive remuneration package)
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : A bachelor's degree in accounting/ Business Economics/ Economics or Statistics, at least five years' experience in the data collection process, Exposure to managing and supervising a team of professionals, Knowledge of MS Office Suite and Project Management, A valid driver's license, Good verbal and written communication, interpersonal, analytical thinking, conceptualising, problem solving and emotional intelligence skills, Willingness to work under pressure and long hours.
- DUTIES** : Develop strategic, business and operational plans for the component, ensure cleaning and updating of sampled units, Manage the data collection process, Manage the capturing and editing of data, Manage staff and other resources, Liaise with internal and external stakeholders.
- ENQUIRIES** : Ms N Bongobi Tel: 012 337 6381
- POST 12/111** : **DEPUTY DIRECTOR: GEOGRAPHY REF NO: 07/03/23NW**
- SALARY** : R766 584 per annum (Level 11) (All-inclusive remuneration package)
- CENTRE** : Northwest Provincial Office, Mmabatho
- REQUIREMENTS** : A three-year tertiary qualification in Geographic Information Systems, Geography or Town Planning. An Honours or Master's degree will be an added advantage. Training in ArcGIS course and knowledge of relational databases (especially Access). Project Management, Image processing and Basic programming (Visual Basic/ SQL) is essential. Work experience specifically related to the GIS and knowledge of database administration. Experience working on large scale projects and some project management as well as working with Geo Positioning System equipment. Good understanding of spatial datasets used, cartographic skills and map visualisation techniques, knowledge of Stats SA products and processes, geographic skills. Strong GIS, database and IT skills. Ability to use GPS. Good communication skills and teamwork abilities, strong administrative skills, documentation and report writing, effective time management and work prioritisation, Ability to train and impart knowledge effectively, as well as assist others. Leadership and managerial skills. Thorough knowledge of Geography with Geographic Information Systems. Thorough knowledge of Map Visualisation Techniques. Understanding of South African/ provincial geographic frame/ setup. A valid driver's license.
- DUTIES** : Manage all Geography activities and projects as conducted at provincial and regional offices. Update and maintain provincial spatial databank with metadata (GIS system). Conduct spatial data analysis to support fieldwork planning and operations (Projects, logistics, HR). Support and liaise with internal and external stakeholders related to geographic information needs. Maintain and improve the dwelling frame. Assist in resource allocation.
- ENQUIRIES** : Mr G Parkins, Tel: (018) 384 2877
- POST 12/112** : **DEPUTY DIRECTOR: COMMUNICATION, MARKETING AND PUBLICITY**
- SALARY** : R766 584 per annum (Level 11) (All-inclusive remuneration package)
- CENTRE** : Northern Cape Provincial Office (Ref No: 08/03/23NC)
Western Cape Provincial Office (Ref No: 09/03/23WC)
- REQUIREMENTS** : A three-year qualification in Communication/ Marketing/ Public Relations and/ or Journalism with Statistics as an added advantage, 5 years' relevant experience of which 3 years should be at Assistant Director and two years at supervisory level, Knowledge of strategic planning and project management is essential, Proven general management and leadership skills is required, Knowledge of MS Office Suite, A valid driver's license, Good interpersonal, leadership, analytical, communication, customer orientation, financial, presentation, report writing and supervisory skills, Ability to work under pressure, Willingness to travel and work long hours.
- DUTIES** : Assist in developing operational plans, policies, procedures, standard operating procedure (SOP) for communication, marketing and publicity in the province, Manage publicity for all surveys and Censuses within the province, Input into coordinating marketing, communication and stakeholder relations in the province, Supervise staff and other resources.
- ENQUIRIES** : Mr. T Maila Tel: 053-802 6800/ Mr AE Juta Tel: 021 481 5549

POST 12/113 : **DEPUTY DIRECTOR: PROVINCIAL TRAINING AND QUALITY ASSURANCE REF NO: 10/03/23NC**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Northern Cape Provincial Office, Kimberley
REQUIREMENTS : A three-year tertiary qualification in Quality Management, Human Resource Development in Training, Statistics, Mathematics, Demography, Social Science, Geography, or Economics, Proven experience in training and quality assurance, Training in Project Management, SASQAF, Total Quality Management, Assessor and/ or Moderator course, At least 5 years of extensive operations experience. Exposure to field operations and operations/project management, Knowledge of Survey methodology, sampling techniques, project management and quality assessment, At least five years' relevant experience of which three years should be at Assistant Director and two years at supervisory level, A valid driver's license, Communication skills to reporting, analyse, and present, Ability to coordinate and manage logistics, Project and resource management skills, Geography and listing experience, Exposure to field operations, good interpersonal, communication and organisational skills and ability to work under pressure and willingness to travel, Confident, adaptable team player who is customer focused, Willingness to travel.

DUTIES : Develop operational plans, procedures and standard operating procedures for quality and training operations in the province, Manage implementation of training, Provide quality assurance for all surveys and censuses, Supervision of staff and other resources.

ENQUIRIES : Mr. T Maila Tel: 053-802 6800

POST 12/114 : **DEPUTY DIRECTOR: GRAPHIC DESIGNER REF NO: 11/03/23HO**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Graphic Design or related creative field, 5 years practical experience (2 years in ASD level)in the graphic design industry and related creative and practical fields, Training in Design technology, advertising, corporate branding and latest technology is essential, Knowledge of Graphic design and layout, digital product production and new media, reproduction, printing process and production equipment, finishing, typography, fine art and photography, advertising and corporate branding, Communication, adaptability, discipline, research, commitment, team player, and interpersonal relations, decision maker, problem solver, design specific hardware and software, project management and management skills, Ability to work under pressure, Full understanding and application of the entire production process from conceptualisation to product delivery and release, Willingness to travel and work long hours to meet deadlines.

DUTIES : Ensure design concepts are assessed and finalised, Monitor the design and the production of artwork for all Stats SA products, Ensure the development and maintenance of organisational branding, Guide stakeholders on the product developments, Develop and advice on branding standard document, operational plans, policies and procedures, Manage staff and other resources.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/115 : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 12/03/23HO**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Linguistics, BA (in English and any official African language), Communication, Journalism, 5 years' experience (2 years in ASD level) in editing and translation in English and any official African language of South Africa., Knowledge of language legislative framework and multilingual context of the country will be an added advantage; Knowledge of editing, translation, publishing, English and any official African language grammar(application) and vocabulary, general management, production systems employed in a statistical agency, country economy, development and social issues, Advanced computer skills, numeric and statistical literacy, research, editing, consistency, interpretation and analysis of statistics, process management, management and time management skills, Ability to prioritise and work under pressure, Ability to take corrective steps to keep the component 's objective on tract at all times, Ability to make judgment calls, strict adherence to deadlines, Ability to discern between major and minor problems and make decisions according to time and money available, Willingness to travel and work long hours to meet deadlines.

DUTIES : Develop policies, procedure, plans, standards and guidelines for language services, Ensure the provision of editing and translation services for the organisation, Update and

promote usage of the style guide according to latest language practices, Initiate and coordinate multilingual activities within the organisation; Manage the coordination of the translation services for the organisation, Liaise and provide advice to internal and external stakeholder, Supervision of language services team and other resources, Coordinate the terminology development process for the organisation.

ENQUIRIES

:

Ms S Khoza Tel: 012 310 8097

POST 12/116

:

**DEPUTY DIRECTOR: MAINTENANCE OF STATISTICAL BUSINESS REGISTER
REF NO: 59/03/23HO**

SALARY

:

R766 584 per annum (Level 11) (All-inclusive remuneration package)

CENTRE

:

Head Office, Pretoria

REQUIREMENTS

:

A three year tertiary qualification in Accounting, Economics and Business Management, Training in Statistics, Commercial Law, Project Management, 5 years' experience in the statistical production process of which 2 years' experience must be in supervising a team of professionals, Knowledge of analysis, business registers, departmental policies and procedures, report writing, surveys and DOL, DTI and SARS legislations and regulations, Knowledge of MS Office Suite, A valid driver's license, Analytical, Communication, Conflict resolution, decision making, facilitation, presentation, interpersonal, leadership, problem solving, quality management and report writing skills, Ability to pay attention to detail, be assertive, work independently and as a team, Ability to work under pressure and handle multiple and complex tasks.

DUTIES

:

Develop policies/ practice notes, operational plans and Standard Operating Procedures (SOP) for the directorate M_SBR and for Business Register systems, Ensure the acquisition/download of VAT datasets for the survey of large businesses based on administrative sources analysis and the acquisition/ download of SAF datasets for the survey of large businesses based on economic sources analysis, Oversee the VAT/ SAF data collection and data capturing process, as well as the annual quality improvement surveys (QIS), Research appropriate methodology that will improve the survey of economic sources analysis, Manage human and other resources, Liaise with internal and external stakeholders, Manage record keeping of the chief directorate business register.

ENQUIRIES

:

Ms S Khoza Tel: 012 310 8097

POST 12/117

:

DEPUTY DIRECTOR: LARGE BUSINESS UNIT REF NO: 60/03/23HO

SALARY

:

R766 584 per annum (Level 11) (All-inclusive remuneration package)

CENTRE

:

Head Office, Pretoria

REQUIREMENTS

:

A degree in Accounting/ Business Economics/ Economics/Statistics, 5 years' experience in statistical production process of which 2 years' experience must be in supervising a team of professionals, Training in Management/ Project Management, Knowledge of MS Office Suite, Knowledge of Accounting, Business Economics, Economics and Statistics, A valid driver's license, Good organiser, communicator and negotiator, presentable in corporate circles, Management, problem solving, analytical, conceptual, verbal and written communication skills, Willingness to travel and work long hours to meet deadlines.

DUTIES

:

Develop policy, operational plans and standard operating procedures for Large Business Unit, Identification of enterprise groups to be profiled, Manage profiling of enterprise groups, Ensure quality assurance on all work processes, Management of staff and other resources, Liaise with internal and external stakeholders, Conduct research on a relevant Business Register related topic.

ENQUIRES

:

Ms SE Khoza Tel: 012-310 8097

POST 12/118

:

ASSISTANT DIRECTOR: MARKETING & INFORMATION OFFICER

SALARY

:

R393 711 pe annum (Level 9)

CENTRE

:

Free State Provincial Office, Bloemfontein Ref No: 13/03/23FS

Limpopo Provincial Office, Polokwane Ref No: 14/03/23LP

REQUIREMENTS

:

A three-year tertiary qualification in Marketing/Statistics or related field, At least 3 years' experience in a quantitative social research or statistical environment, Experience in statistical analysis, Exposure to information and stakeholder management, A valid driver's license is essential. Strong communication, interpersonal, analytical, conceptual and presentation skills, Ability to work under pressure, willingness to travel.

DUTIES

:

Market Stats SA products to all stakeholders, Manage and respond to statistical requests, Disseminate Stats SA products, Manage the library, publications and the information sessions, Install electronic data products for users and conduct individual or group training on electronic products, Co-ordinate and organise provincial events.

- ENQUIRIES** : Ms S Mokhosoa Tel: 051 412 7500 /Mr T Mlambo Tel: 015-295 3300
- POST 12/119** : **ASSISTANT DIRECTOR: DISTRICT COORDINATION**
- SALARY CENTRE** : R393 711 per annum (Level 9)
: North West Province, Mabopane District Office Ref No: 15/03/23NW
: North West Province, Mmabatho District Offices Ref No: 16/03/23NW
: Amajuba District Office, KwaZulu-Natal; Ref No: 17/03/23KZN
: Harry Gwala District Office, KwaZulu-Natal; Ref No: 18/03/23KZN
: Piketberg District Office, Western Cape Ref No: 19/03/23WC
: Buffalo City District Office, Bhisho Ref No: 58/03/23EC
- REQUIREMENTS** : A three-year tertiary in qualification in Administration with Accounting as an ancillary subject. Training in BAS, LOGIS and understanding of Project Management. Understanding of statistical products is essential. At least four years' experience in general office administration of which two years must be on supervisory level. A valid driver's license.
- DUTIES** : Implement district operational plans procedure, process mapping and implementation of policies in the district. Provide assets management and office administration in the district. Provide FMLS and related services in the District Office. Provide Supply Chain Management services in the district. Provide financial administration and control function in the district. Coordinate the implementation of HRM functions in the district.
- ENQUIRIES** : Mr G Parkins, Tel: (018) 384 2877/ Mr N Zondi Tel: 031-360 0608/ Mr AE Juta Tel: 021 481 5549
- POST 12/120** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- SALARY CENTRE** : R393 711 per annum (Level 9)
: North West Provincial Office, Mmabatho Ref No: 20/03/23NW
: Northern Cape Provincial Office, Kimberley Ref No: 21/03/23NC
- REQUIREMENTS** : A three-year tertiary qualification in Supply Chain Management/Logistics. Training in LOGIS, Tender Course and BAS is essential. Knowledge of the legislative framework inclusive of PFMA, BBBEE, PPPFA, Treasury Regulations and guidelines to SCM/Procurement is essential. At least three years' experience in SCM. Knowledge of MS Office Suite. A valid driver's license.
- DUTIES** : Implement operational plan, policies, procedures, process mapping and standard operating procedures (SOP) for SCM in the province. Provide SCM function in the province. Implement and monitor service level agreements. Perform asset function in the province. Perform transit services in the province. Liaise with stakeholders. Ensure proper filing and safekeeping of SCM documents.
- ENQUIRIES** : Mr G Parkins, Tel: (018) 384 2877/ Mr. T Maila Tel: 053-802 6800
- POST 12/121** : **DISTRICT SURVEY COORDINATOR REF NO: 22/03/23KZN**
- SALARY CENTRE** : R393 711 per annum (Level 9)
: ILembe District Office, KwaZulu-Natal
- REQUIREMENTS** : A three-year tertiary qualification in either Statistics / Mathematics / Social Sciences /Geography / Demography or Public Administration, Training in sampling techniques, survey methodology, Computer skills, customer focus, financial, human resources, labour relations and project management, 3- years of extensive experience in fieldwork operations, Monitoring fieldwork operations, decision making, communication skills, interviewing skills, leadership skills, language proficiency, report writing skills, map reading and presentations skills, strategic thinking, conflict resolution, team player, Knowledge of survey methodologies, project management, computer skills, financial and risk management, and sampling techniques,, A valid driver's license. Innovative thinking skills, assertiveness, teamwork orientated, adaptable to change, improvement, stress management and diversity awareness, Ability to travel a lot, working under pressure to meet deadlines and working in challenging terrain, Willingness to work long hours
- DUTIES** : Implement district operational plans procedure, mapping and implementation of policies in the district office for fieldwork, Conduct fieldwork data collection for projects in the district office, Supervision of staff and other resources, Liaise with internal and external stakeholders, Conduct trainings for projects in the district office, Coordinate listing and updating of dwelling units in sampled PSU
- ENQUIRIES** : Mr N Zondi Tel: 031-3600 608

POST 12/122 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: 23/03/23HO (2 POSTS)**

SALARY : R393 711 per annum (level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in any of the following fields, Human Resources or Organisational Development or Organisation Design or Work Study or Management Sciences. Minimum of three (3) years relevant experience in organisational design, job design, job evaluation and work-study. Exposure on organisational functionality assessment (OFA) will be an added advantage. Computer skills in MS Office Suite (e.g. MS Word, MS Excel, PowerPoint); structure design system (e.g. Orgplus); and job evaluation system (e.g. Equate / Evaluate / etc). Supervisory skills. Knowledge of applicable regulatory frameworks.

DUTIES : Develop and review organisational and functional structures. Develop and review job descriptions. Conduct job evaluation and implement applicable resolutions and directives. Conduct work study investigations. Coordinate organisational functionality assessment (OFA) projects. Supervise Junior Officers.

ENQUIRIES : Ms L Dooka Tel: 012 336 0161

POST 12/123 : **METHODOLOGIST REF NO: 24/03/23HO**

SALARY : R393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Statistics/ Mathematics/ Economics/ Econometrics, 1-2 years' experience as a methodologist/statistician in a research institution or statistical agency, Experience in data collection, analysis, evaluation and interpretation, Training in SAS, MS Office suite and MS Project is essential, Post graduate studies in econometrics, survey methodology, and/or statistics is essential. Knowledge of statistical production processes, Statistics/ Econometrics/Economics fields is required, Good verbal and written communication, planning, time management, problem solving, interpersonal, conceptual, computer and research skills, Ability to conduct web and library research, willingness to travel and work long hours to meet deadlines, .

DUTIES : Provide support in the identification of suitable sampling frames and selecting of samples for surveys, Provide input in the design of computer programs, development of methodologies for weighting and estimation and conduct weighting and estimation for survey areas, Evaluate the quality of surveys and censuses, Implement and maintain detailed sources and methods documents, Provide input in the development of specifications, guidelines and procedures for the development of programs and systems, Interact with stakeholders as required.

ENQUIRIES : Ms S Khoza Tel 012 310 8097

POST 12/124 : **ASSISTANT DIRECTOR: MONITORING & CONTROL REF NO: 25/03/23HO**

SALARY : R393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Human Resource Management/ Public Management/ Industrial Psychology or any related field, Training in Monitoring & Evaluation, Project Management, Quality Management, 3-4 years of experience in Human Resources with emphasis on monitoring and evaluation, knowledge of HR policies and procedures including PSR and relevant Acts, Facilitate and/or implementation management of strategy monitoring systems, financial and administrative management, performance management, report writing, presentation, research, interviewing, leadership and analytical skills. Knowledge of and the ability to interpret directives and guidelines on Records Management, Knowledge of PERSAL and the MS Office suite, Well developed interpersonal, communication and time management skills, The ability to communicate at all levels, Team player and innovative thinker, The willingness to work in the provincial office as and when required. Drivers licence will be an added advantage.

DUTIES : Provide inputs in the development of policies & procedures, Participate in the design & development of monitoring and control plans, systems and tools, Conduct analyses on the application of HRM policies, procedure and plans, Monitor HR audits systems to improve audit readiness, Research/benchmark on HR best practices, Conduct exit interviews with permanent staff, Supervision of staff.

ENQUIRIES : Mr O Marubane Tel No: 012 336 0151

POST 12/125 : **ASSISTANT DIRECTOR: HRM REF NO: 26/03/23EC**

SALARY : R393 711 per annum (Level 9)
CENTRE : Eastern Cape Provincial Office, East London
REQUIREMENTS : A three-year tertiary qualification in Human Resources or related field, Three years proven experience in Human Resources environment, Proven experience and knowledge of PERSAL and MS Office Suite, Knowledge of prescripts and legislation governing HRM in the public sector, A valid driver's licence.

DUTIES : Provide a generalist HRM function for the province, Implement HRM operational plans, policies and procedures in the province and districts, Coordinate, monitor and approve implemented transactions on PERSAL, Monitor and approve the implementation of service terminations for both permanent and contract employees, Provide inputs in the development of policies, procedures and plans, Manage the recruitment database system for the province and districts, Interact and provide advice to internal and external stakeholders, Participate in the implementation of Employee Wellness, Performance Management, Labour Relations and Human Capital Development in the province, Ensure proper filing and safekeeping of HRM documents, Management of staff and other resources in the province.

ENQUIRES : Ms N Gwabeni Tel: 043-707 4909

POST 12/126 : **ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 27/03/23HO**

SALARY : 393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Linguistics, BA in Languages (English and any official African languages), Language practice, Editing and Translation, Communication and Journalism, 4 years' experience in editing and translation in English and any official African language of South Africa. Knowledge of editing, linguistics, current social, developmental, and economic affair, Understanding of language legislative framework and multilingual context of the country will be an added advantage Knowledge of MS Office Suite and English grammar and vocabulary and its application, Good communication, research, numeric and statistical language editing, , good writing skills, Ability to work faster and accurately, think more broadly, Ability to sort out work related priorities, willingness to travel and work long hours to meet deadlines.

DUTIES : Provide inputs on the units procedures, standards and plans processes and guidelines, Provide and quality check the editing and proofreading services and functions for the organisation's publications and correspondence, initiate and promote multilingual initiatives within the organisation; Provide inputs and promote usage of the style guide according to latest language practices, Provide translation and quality check translated documents, Liaise with internal and external stakeholders, Convene the working groups meetings for the development of terminology for specific language working groups, Supervising of junior staff.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/127 : **ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 28/03/23HO**

SALARY : R393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Graphic Design or related creative field, 4 years' experience (2 years in technical or office level), Training in Design trends, advertising, Corporate branding and latest technology is essential, Knowledge of Graphic design and layout, creative trends, digital product production, digital, reproduction, printing, finishing, typography, fine art and photography and corporate branding, Communication, time management, creative, adaptability, discipline, research, team player, and interpersonal skills, Ability to work under pressure, Full understanding and application of the entire production process from conceptualisation to product delivery and release, willingness to travel and work long hours to meet deadlines.

DUTIES : Visualise and articulate design concepts, Coordinate the graphic design and layout for all Stats SA product, Quality assure the development and maintenance of organisational branding, Advice stakeholders on product development, Provide input in the development of branding standards document, operational plans, policies and procedure, Supervise staff and other resources.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/128 : **SYSTEMS DEVELOPER REF NO: 29/03/23HO**

SALARY : R393 711 per annum (Level 9)

<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in IT or related field. At least three years' experience in programming. Relevant working experience with HTML5/XHTML PHP, ASP.Net, MVC, CSS3/Bootstrap, JavaScript/jQuery and Angular/AngularJS, Mobile Development. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in content management systems troubleshooting will be an added advantage. Knowledge of Linux Administration and troubleshooting will be an added advantage. Experience in mobile platform development will be an added advantage. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Ability to work under pressure and long hours to meet deadlines. Ability to work on multiple projects simultaneously. willingness to travel.
<u>DUTIES</u>	:	Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run extract procedures on databases and existing applications to provide to users. Participate in the technical design session of applications and relational database. Develop and test application. Develop user manuals and training of users. Provide user support and maintenance of existing projects.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel: 012 310 8097
<u>POST 12/129</u>	:	<u>ASSISTANT DIRECTOR: SURVEY STATISTICIAN: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 30/03/23HO (3 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A degree in Statistics/Economics/Econometrics/Accounting or related field Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques. Staff supervision.
<u>DUTIES</u>	:	Attend to user needs and queries. Develop survey methodology, questionnaire, data processing system and statistical processing methodology. Coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation. Manage team's performance and comply with human resources directives and legal frameworks.
<u>ENQUIRIES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/130</u>	:	<u>ASSISTANT DIRECTOR: SURVEY STATISTICIAN: BUSINESS CYCLE INDICATOR REF NO: 31/03/23HO</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A degree in Statistics/Economics/Econometrics/Accounting or related field Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques. Staff supervision.
<u>DUTIES</u>	:	Attend to user needs and queries. Develop survey methodology, questionnaire, data processing system and statistical processing methodology. Coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation. Manage team's performance and comply with human resources directives and legal frameworks.
<u>ENQUIRIES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/131</u>	:	<u>ASSISTANT DIRECTOR: SURVEY STATISTICIAN: STRUCTURAL INDUSTRY STATISTICS REF NO: 32/03/23HO</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A degree in Statistics/Economics/Econometrics/Accounting or related field Training in SAS, introduction to project management, and introduction to economic indicators and

		analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques. Staff supervision.
<u>DUTIES</u>	:	Attend to user needs and queries. Develop survey methodology, questionnaire, data processing system and statistical processing methodology. Coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation. Manage team's performance and comply with human resources directives and legal frameworks.
<u>ENQUIRIES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/132</u>	:	<u>ASSISTANT DIRECTOR: PRODUCT ANALYST: PPI OPERATIONS REF NO: 33/03/23HO (3 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Statistics/ Economics/ Agricultural Economics/ Physics/ Chemistry or other related qualification. At least three years relevant working experience. Experience in data collection of product in key sectors e.g. agriculture, manufacturing, mining and services. Knowledge of industrial classification and product classification. Knowledge of MS Office Suite.
<u>DUTIES</u>	:	Development of questionnaire and tabulation plans. Provide input in the development and maintenance of product/services classification list. Conduct product/services data analysis (includes data editing). Develop capturing editing rules. Monitoring of product/services behaviour. Coordinates training on product. Attend to user needs. Supervision of staff.
<u>ENQUIRES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/133</u>	:	<u>PRICE METHODOLOGIST REF NO: 34/03/23HO</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year qualification in Economics or Statistics or related fields. Training in Quantitative analysis and research is essential with at least 2 years' experience. Knowledge in analytical skills, research skills, writing skills and SAS. Knowledge in fields of price statistics, economics and statistics.
<u>DUTIES</u>	:	Provide inputs on developing methodology regarding price statistics based on international best practices and ensure continuous improvement of price statistics. Participate in ensuring that price statistics are collected and compiled using the best international practices. Participate in the development and maintenance of detailed sources and methods documentation on relevant activities for all price statistics publications. Participate in reweighting, rebasing and sample management of price statistics. Design statistical programs and participate in the writing of guidelines, specifications and instructions to programmers and analyse. Interact with internal and external stakeholders as required. Provide inputs to management relating to MTEF and operational planning and budgeting.
<u>ENQUIRES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/134</u>	:	<u>ASSISTANT DIRECTOR: ECONOMIST: NATIONAL ACCOUNTS REF NO: 35/03/23HO</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Economics/Econometrics or related fields. Training in System of National Accounts, as well as other related international guidelines and standard required. Training in statistical techniques, benchmarking and seasonal adjustment, compilation and use of price and volume indexes, analytical or statistical software are essential. At least 2 to 4 years' experience in the field of national accounts and/or relevant economics statistics filed. Knowledge of the SNA, ISIC and other guidelines and standards, Statistical techniques including price and volume indexes and index number theory, project management, macroeconomics, microeconomics, and research. Skills in conceptualisation, professionalism, communication, confidentiality, analytical thinking and Knowledge of MS Office Suite
<u>DUTIES</u>	:	Develop and implement detailed plans for relevant components of the GDP estimates. Execute activities in the process of compiling estimates, government and economic statistics. Conduct research in order to continuously update, assess and improve on the

indicators and methodologies. Execute specialised and complex data analysis and editing. Draft and update sources and method manuals. Establish and maintain contact with local and international experts and organisations (liaise with stakeholders). Manage team performance and comply to the human resource directive and legal frameworks. Provide inputs on economic issues and trends as well as on the formulation of recommendations.

ENQUIRES : Ms N Bongobi Tel: 012-337 6381

POST 12/135 : **ASSISTANT DIRECTOR: ECONOMIST: GOVERNMENT FINANCIAL STATISTICS REF NO: 36/03/23HO**

SALARY : R393 711 per annum (Level 9)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Economics /Statistics and/or Accounting or related qualification (e.g. Econometrics/Mathematical Statistics. At least three years' appropriate working experience is required. Exposure in SAS, economic indicators and analysis is essential. Understanding of data analysis processes. Knowledge of data collection process. Knowledge of the GFS, GRAP and other related guidelines and standards. Knowledge of MS Office Suite. A valid driver's license. Good communication, analytical, conceptualisation and interpersonal skills. Ability to work independently and in a team. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES : Attend to basic user needs and queries. Represent Stats SA in issues relating to government forums, workshops, task teams and meetings. Assist with data collection and processing. Training of respondents and data collectors as well as the development of training material and/or manuals. Participate in basic editing of data for development and output. Provide support in data analysis for the chief directorate. Conduct research in order to continuously update, assess and improve on the indicators and methodologies. Communicate and liaise with stakeholders of public-sector institutions. Update weekly and monthly collection progress reports. Assist in researching life cycle of public-sector institutions. Assist in drafting of relevant presentations and data stories. Assist with the implementation of the operational plans, survey methodologies, and questionnaire design. Supervise Assistant Statistical Officers and Statistical Officers and monitor their performance. Implement prescribed quality standards and the dissemination plans.

ENQUIRES : Ms N Bongobi Tel: 012-337 6381

POST 12/136 : **PROVINCIAL QUALITY MONITOR**

SALARY : R331 188 per annum (Level 8)

CENTRE : Free State Provincial Office, Welkom Ref No: 37/03/23FS

KwaZulu-Natal Provincial Office, Durban Ref No: 38/03/23KZN

Limpopo Provincial Office, Polokwane Ref No: 39/03/23LP

Eastern Cape Provincial Office, Sarah Baartman Ref No: 40/03/23EC

REQUIREMENTS : A three-year tertiary qualification in Statistics/Demography/relevant Social Studies or related field, Training in quality management and control, at least two years' experience in survey taking or field operations management, A valid driver's license, Good communication, Interpersonal, presentation and decision making skills, Ability to work under pressure and meet deadlines, Willingness to travel and work long hours.

DUTIES : Conduct quality check on publicity for all surveys and census in the province, Monitor the quality of the collected data (enumeration) for all surveys and census in the province, Ensure quality listing and Master sample in the province, Monitor the effectiveness of training conducted for field staff in the district/province, Liaise with internal and external stakeholders.

ENQUIRIES : Ms S Mokhosa Tel: 051-4127500/ Mr N Zondi Tel: 031-360 0608/ Mr T Mlambo Tel: 015-295 3300

POST 12/137 : **PROVINCIAL SURVEY STATISTICIAN REF NO: 41/03/23NC**

SALARY : R331 188 per annum (Level 8)

CENTRE : Northern Cape Provincial Office, Kimberley

REQUIREMENTS : A three-year tertiary qualification in Statistics/ Demography/ Social studies/Mathematics/ Demography and Geography. Training in SAS, SQL, SPSS and Super cross, data analysis, report writing. At least three years' experience working in statistics field (including compilation of report and research). Knowledge of MS Office Suite, Good communication both verbal and written, interpersonal, analysis skills. Strong analytical skills, Research and computer skills, Ability to meet deadlines.

DUTIES : Compile and analyse statistical output (from surveys and censuses) to meet specific needs for the provinces, Contribute to the planning of surveys and render special statistical services in cooperation with Head Office, Provide training of relevance in statistical field, Provide technical advice to the provincial office, provincial government, government departments and other users. Interact with main users in provincial government, private sector, NGOs and other institutions, Compile provincial-specific reports and other publications, Support and advice on the implementation of survey monitoring.

ENQUIRIES : Mr. T Maila Tel: 053-802 6800

POST 12/138 : **PROVINCIAL MAPPING MONITOR**

SALARY : R331 188 per annum (Level 8)
CENTRE : Northern Cape Provincial Office, Kimberley Ref No: 42/03/23NC
Eastern Cape Provincial Office, East London Ref No: 43/03/23EC (2 Posts)

REQUIREMENTS : A three-year tertiary qualification in Geography/ GIS or related field coupled with relevant experience, Experience in Census and Survey mapping operations, Knowledge of MS Office suite and at least one GIS software package, A valid driver's license, this position will suit a person with good communication and report writing skills, Good computer skills, Ability to work under pressure.

DUTIES : Assist with the development of appropriate listing, demarcation and GPS capture procedures and methodologies, Assist with the review, identification, determination of strategy and acquisition of up-to-date datasets to effect accurate demarcation, Assist with the coordination and management of operations relating to the implementation of listing, demarcation and GPS processes, Verify and update place name and datasets, Assist with the building of a database of contracts that supply information and data to facilitate the demarcation process, Provide logistical and administrative support to the listing, demarcation and GPS capture staff, Assist with the review of technical and logistical issues linked to the implementation of the Master Sample, Participate in the building of effective partnerships with internal stakeholders.

ENQUIRIES : Mr. T Maila Tel: 053-802 6800/ Ms N Gwabeni Tel: 043-707 4909

POST 12/139 : **SURVEY STATISTICIAN: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 44/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A degree in Statistics/Economics/Econometrics/Accounting or related field. Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques.

DUTIES : Participate in stakeholder meetings. Develop operational plans, survey methodology, questionnaire, data processing system and statistical processing methodology. Participate in the data collection process, coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation.

ENQUIRIES : Ms N Bongobi Tel: 012 310 6381

POST 12/140 : **SURVEY STATISTICIAN: BUSINESS CYCLE INDICATOR REF NO: 45/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A degree in Statistics/Economics/Econometrics/Accounting or related field. Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques.

DUTIES : Participate in stakeholder meetings. Develop operational plans, survey methodology, questionnaire, data processing system and statistical processing methodology. Participate in the data collection process, coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation.

ENQUIRIES : Ms N Bongobi Tel: 012 310 6381

POST 12/141 : **SURVEY STATISTICIAN: STRUCTURAL INDUSTRY STATISTICS REF NO: 46/03/23HO (2 POSTS)**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A degree in Statistics/Economics/Econometrics/Accounting or related field. Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques.

DUTIES : Participate in stakeholder meetings. Develop operational plans, survey methodology, questionnaire, data processing system and statistical processing methodology. Participate in the data collection process, coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation.

ENQUIRIES : Ms N Bongobi Tel: 012 310 6381

POST 12/142 : **GRAPHIC DESIGNER REF NO: 47/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Graphic Design or related creative field, 3 years' experience in graphic design industry or creative related field, Knowledge of Design technology, creative trends, graphic design layout, digital product production, reproduction and printing, Creative aptitude and flair skills, interpersonal relations, communications, creative, adaptability, research, confident, commitment, team player and interpersonal skills, Ability to work under pressure, Willingness to travel and work long hours to meet deadlines.

DUTIES : Originate design concepts, Prepare graphic design and layout for all Stats SA products, Develop and maintain organisational branding, Advise stakeholder on product development.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/143 : **ASSISTANT PRODUCT SPECIALIST REF NO: 48/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Statistics/ Economics/ Finance/ Chemistry/ Botany/ Agricultural Economics/ Food Science/ Pharmacy/ Crop Science. At least two years relevant working experience with products. Experience in data collection of products in key sectors e.g. agriculture, manufacturing, mining and services as well as experience in editing and analysis. Knowledge of industrial classification and products classification. Knowledge of MS Office Suite.

DUTIES : Monitoring of Product behaviour. Identification of new products. Identify Structured Product description. Checking best international classification and standards. Conduct operational research. Assist with questionnaire development. Ensure that data of good quality is collected from influential units. Stakeholder consultations.

ENQUIRIES : Ms N Bongobi Tel: 012-337 6381

POST 12/144 : **SURVEY STATISTICIAN: SOCIAL STATISTICS REF NO: 49/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in Demographics/ Econometrics/ Development Studies/ Statistics or related, 1-2 years' relevant experience, Training in SAS Programming and SAS enterprise guide is essential, Knowledge of Mathematics, Statistics, Social Science and/or Economics, Knowledge of MS Office Suite, A valid driver's license, Good analytical, numeric, communication, interpersonal, and report writing skills , A hard worker who is innovative and has ability to pay attention to detail, Ability to work independently and in a team, Willingness to work under pressure and long hours to meet deadlines.

DUTIES : Develop training manuals and provide input in the development of data collection instruments, Provide input in the development of editing and imputation systems,

Analyse data towards the publication of statistical release and user request, Participate in the production of thematic reports and research papers, Provide input in the development of operational plan and statistical processing methodology, Record all activities and outputs related to the statistical value chain and the development of data, Interact with internal and external stakeholders.

ENQUIRES

: Ms L Dooka Tel: 012-336 0161

POST 12/145

: **SURVEY STATISTICIAN: QUARTERLY LABOUR FORCE SURVEY REF NO: 50/03/23HO**

SALARY

: R331 188 per annum (Level 08)

CENTRE

: Head Office, Pretoria

REQUIREMENTS

: A three year tertiary in Demographics/ Econometrics/ Economics/ Social Science/ Statistics, 3 years' proven experience in analysis of data and report writing proven experience in quantitative research, Training in Project management, Labour Statistics analysis, SAS Training, knowledge of policy development, Labour statistics, analysis and report writing, Knowledge of MS Office Suite, Proven use of statistical software for data analysis, Strong facilitating and presentation skills, Good strong conceptual, Analytical and numeric abilities Strategic and operational planning, Excellent communication and liaison skills, Strong focus on service delivery, Customer needs and process and product quality, Ability to work under pressure and handle multiple and complex tasks and projects, Willingness to work long hours to meet deadlines.

DUTIES

: Participate in the development of business and operational plans for the component, Render support in the development of the content for QLFS in collaboration with content and development component, Conduct data analysis and writing of reports, Participate in the conducting of research and recommending of appropriate methodology for on the production of labour statistics, Liaise and provide statistical support to internal and external stakeholders, Provide training support in collaboration with survey operations.

ENQUIRES

: Ms L Dooka Tel: 012-336 0161

POST 12/146

: **PROVINCIAL HR OFFICER REF NO: 51/03/23KZN**

SALARY

: R269 214 per annum (Level 7)

CENTRE

: KwaZulu-Natal Provincial Office, Durban

REQUIREMENTS

: A three-year tertiary qualification in Human Resource management/Industrial Psychology or related, Training in PERSAL is essential, At least 1 year proven experience as generalist in Human resource management, Knowledge of MS Office Suite, A valid driver's licence will be an added advantage. Good Interpersonal skills, written and verbal communication, Ability to work under pressure and long hours, Willingness to travel

DUTIES

: Implement recruitment in the province, Implement appointment function in the province, Implement conditions of service in the province, Liaise with internal and external stakeholders, Maintain proper filling and safekeeping of documents.

ENQUIRIES

: Mr N Zondi Tel: 031-3600 608

POST 12/147

: **TRANSPORT OFFICER**

SALARY

: R269 214 per annum (Level 7)

CENTRE

: Northern Cape Provincial Office, Kimberley REF NO: 52/03/23NC

North West Provincial Office, Mmabatho REF NO: 53/03/23NW

REQUIREMENTS

: A three year tertiary qualification in Transport/Logistics Management, Training in electronic log sheet system, GG Vehicle System, Financial Management, Risk Management, Project Management, At least two years' experience in logistics and fleet management, Technical knowledge of motor vehicles, regulations and policies regulating the use of government owned vehicles, logistics scheduling and distribution, Knowledge of MS Office Suite, A valid driver's license and ability to drive a vehicle, Good communication, interpersonal, report-writing, planning and organisational skills, Willingness to work long hours, Willingness to travel.

DUTIES

: Update and maintain database and safekeeping of transport records in the province, Ensure vehicle maintenance services in the province, Control vehicle usage in the province, Coordinate vehicle damages and losses in the province and district office, Conduct test driving of new appointed employees, Liaise with internal and external stakeholders.

ENQUIRIES

: Mr. T Maila Tel: 053-802 6800/ Mr G Parkins, Tel: (018) 384 2877

POST 12/148 : **STATISTICAL OFFICER: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 54/03/23HO**

SALARY : R269 214 per annum (Level 7)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Matric certificate with Accounting/Mathematics. At least one-year experience in the processing of surveys. Knowledge of MS Office Suite.

DUTIES : Ensure collection, processing, editing and verification of information/data and identify problems in practice. Ensure analysis on the collected data and identification of problems and deficiencies in practice. Supervise capturing and updating of information on the Survey Management System. Advise and liaise with stakeholders. Ensure regular visits to the respondents and compile detailed reports to facilitate investigations. Supervise and implement quality control mechanisms on work/staff.

ENQUIRIES : Ms N Bongobi Tel: 012-310 6381

POST 12/149 : **MONITORING & CONTROL OFFICER REF NO: 55/03/23HO**

SALARY : R261 372 per annum (Level 7)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Human Resource Management or related field, Training in project Management, Monitoring & Evaluation, 2-3 years of experience in Human Resources with emphasis on monitoring and evaluation, knowledge of HR policies and procedures including PSR and relevant Acts, Facilitate and/or implementation management of strategy monitoring system, financial, administrative management and performance management, Facilitating, report writing, presentation, research, interviewing, leadership and analytical skills; Computer literacy in MS Office, Communication skills, Strategic thinking & conflict resolution, Knowledge of Human Resource Management, Monitoring and evaluation, Ability to communicate at all levels. Drivers licence will be an added advantage.

DUTIES : Implement Monitoring and Control policies, Implement M&C plans, systems and tools, Monitor Hr compliance to relevant prescripts, Facilitate exit interviews on a regular basis, Implement HRM audit system for divisional audits readiness, Collect and evaluate HR data against performance plans.

ENQUIRIES : Mr O Marubyane Tel 012 336 0151

POST 12/150 : **PROVINCIAL HRM OFFICER REF NO: 56/03/23EC**

SALARY : R269 211 per annum (Level 7)
CENTRE : Eastern Cape Provincial Office, East London
REQUIREMENTS : A three year tertiary qualification in Human Resource management/Industrial Psychology or related, Training in PERSAL is essential, At least 1 year proven experience as generalist in Human resource management, Knowledge of MS Office Suite, A valid driver's licence will be an added advantage.

DUTIES : Implement recruitment in the province, Implement appointment function in the province, Implement conditions of service in the province, Liaise with internal and external stakeholders, Maintain proper filling and safekeeping of documents.

ENQUIRIES : Ms N Gwabeni Tel: 043-707 4909

POST 12/151 : **LANGUAGE PRACTITIONER REF NO: 57/03/23HO**

SALARY : R269 214 per annum (Level 7)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Linguistics, Language Practice, Editing and Translations, Communication, Journalism, 1-2 years' experience as a copy (text) editor in English language and translation in any official African language of South Africa,, Knowledge of editing, linguistics, understanding of language legislations of the country will be an added advantage, understanding of multilingual context of the country , social, developmental, and economic affair, Knowledge of MS Office Suite and English and any official African language grammar and vocabulary and their application, Good communication, research, good writing skills, Ability to work faster and accurate, think more broadly, Ability to sort out work related priorities, Willingness to work long hours to meet deadlines.

DUTIES : Implement of unit's procedure, plan processes and guidelines, Provide and perform the editing and translation services for the organisation's publications and correspondence, Promote usage of the style guide according to latest language practices, Assist to quality check translated documents where necessary, Assist in promoting multilingual activities

ENQUIRIES

of the organisation. Liaise with internal and external stakeholder, Involvement in the terminology development processes.
: Ms S Khoza Tel: 012 310 8097

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via email to dticapplications@tianaconsulting.co.za ;OR posted to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821,Braamfontein, 2017. (NB: The post name must appear in the subject line of the e-mail OR on the envelope); Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria
- CLOSING DATE** : 21 April 2023
- 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, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 12/152** : **DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE MONITORING REF NO: ODG-066**
Overview: To manage the strategic and business planning function within the dtic.
- SALARY** : R1 073 187 per annum (Level 13) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Public Administration / Public Management or related Bachelor's degree. 5 years' relevant middle / senior managerial experience related to Strategic Planning & Performance Monitoring. Proven experience in the development of procedures for data collection and analysis. Skills/Knowledge: Experience in monitoring evaluation tools and systems. Knowledge and understanding of National priorities and Medium-Term Strategic Framework. Knowledge and understanding of Government planning processes and cycles as well as National Treasury Regulations. Knowledge and understanding of Guidelines and Frameworks on strategic planning and management of performance information. Understanding of Audit processes and how they relate to planning and reporting compliance and improvement. Knowledge of Public Service Act and Public Service Regulations. Understanding of project management and financial management. Knowledge of policy development and monitoring and evaluation process. Knowledge and information management and research capability. Ability to lead and work with a multidisciplinary team. Sound organizing and planning, communication skills, report writing, analytical skills, innovative, problem solving and interpersonal skills. Client orientation, stakeholder management and ability to work under pressure with long hours. Advanced computer literacy.
- DUTIES** : Develop, review and oversee the implementation of the Strategic Plan, Annual Performance Plan and Operational Plan of the Department in accordance with legislative and regulatory requirements. Facilitate approval and tabling of the Strategic Plan and Annual Performance Plan. Manage and coordinate the performance, monitoring evaluation and reporting processes within the Department. Manage all performance planning and performance reporting activities of the department. Provide leadership in the development of appropriate tools for the department and integrated monitoring and evaluation system. Manage all engagements related to performance audit against

predetermined objectives. Develop and implement policies, procedures, models and systems to enhance performance management and governance.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835

OTHER POSTS

POST 12/153 : **ASSISTANT DIRECTOR – FINANCIAL ACCOUNTING REF NO: ODG-157**

Overview: To manage, coordinate, review and undertake the implementation of financial accounting systems and procedure in line with relevant legislations framework and departmental policies and procedures

SALARY : R382 245.per annum, (Level 09) (Commencing Salary Package)
CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma/B Degree in Financial Accounting. And Reporting 3-5 years' relevant experience in supervisory experience in a financial accounting environment. Skills/knowledge of Financial Management and in-depth knowledge of payroll will be added advantage. Knowledge of Financial accounting prescripts, policies and practices. Knowledge of government financial systems (PERSAL and BAS) financial reporting skills, communication skills (verbal and written), stakeholder and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising and project management. Knowledge of service delivery improvement. A sound knowledge And understanding of Public Financial Management Act, Treasury Regulation, Public service Act Preferential Procurement Policy Framework Act and on the related regulations. Proficient in MS Packages.

DUTIES : Reconciliation, administration, safeguarding and filling of documents: Manage the identification and resolution of all discrepancies between the documents filed and transactions processed through the accounting system as per Treasury Regulations 8.11 and 17.1. Manage filing and archiving practices and review on a test basis the availability of source documents for recorded transactions. Manage and periodically approve master-file Information (payroll, creditors, debtors and assets) maintained on the accounting system. Manage appointments and terminations / transfers. Verify SCOA, budget, amounts and allocations on payment advice/claims. Administration of financial accounts: Review relevance, accuracy and validity and approve adjusted journal entries captured. Manage reconciliations, including General and subsidy ledger reconciliation. Tax reconciliation. Reconciliation between BAS and other systems (LOGIS and PERSAL). Manage timely and accurate clearing of suspense accounts and reports on un-cleared items as per Treasury Regulations 17.1.2. Manage capturing of inter-departmental payments/ claims and review supporting documents. Manage the distribution of payrolls before the pay date. Review, analyze and implement changes and enhancements to the PERSAL system to ensure optimal efficiency. Reporting: Compile, review and analyse the information provided on reports as per the required timelines: Required daily, weekly, monthly, quarterly and annual reports on PERSAL and BAS, verify and implement remedial action where necessary. Financial information provided for annual report and decision-making. Interim and annual financial statements and supporting schedules. Manage monthly and year-end closure processes. Liaise with auditors, coordinate and consolidate responses to queries, and manage follow-ups on the implementation of recommendations. Supervisory Responsibilities: Signed performance agreements by all staff member report to you. Leave Management. Training and development of officials within the area of responsibility. Asset Management within own area of responsibility. Risk and operational plans developed and implemented.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

NATIONAL DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 21 April 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 12/154** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DOT/HRM/2023/14**
Branch: Chief Operations Officer
Directorate: Human Resource Development and Performance Management
Sub-Directorate: Performance Management
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (level 9)
: Pretoria
: Applicants must have a recognised NQF level 6 qualification in Human Resource Management/Management/Public Administration with a minimum of 3 years supervisory experience within the PMDS field. The following key competencies and attributes are essential: Knowledge of the Public Service Regulations, thorough knowledge and application of PMDS Directives, prescripts and Collective Agreements on the PMDS and PFMA knowledge; PERSAL knowledge; excellent interpersonal relations; ability to function both independently and as part of the team; ability to handle pressure; good communication and writing skills; good presentation and facilitation skills, problem solving, time management, project management, planning, coordination and organizational skills; computer literacy skills (MS Office, Word Excel).
- DUTIES** : The incumbent will be responsible to: Develop, implement and maintain an effective performance management and development system for the Department. Consult on and maintain the PMDS processes in terms of amended DPSA directives, Collective Agreements Acts & related prescripts. Ensure implementation and timeous adherence to the Departmental PMDS Policy and guidelines. Provide advice on and monitor the PMDS processes in terms of bi-quarterly and annual assessment processes. Conduct workshops and provide assistance with the completion of PMDS documents. Maintain

Departmental PMDS document database for statistical reporting. Research, plan project, draft framework, objectives & engage stakeholder in participation on HR strategies & policies. Implement, communicate, provide training with updated legislative prescripts, Acts & Collective Agreements. Serve on Task Teams and participate in discussions & decision making on relevant strategic issues. Provide an HR advisory, support & information service for the Department. Arrange information sessions and provide training & technical support on documents of complex nature and participate in orientation sessions. Compile management reports, ensure reporting on PMDS as prescribed and respond to audit queries.

ENQUIRIES
NOTE

- : Ms Refilwe Mashamaite Tel: (012) 309 3225
- : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

APPLICATIONS : Applications must be submitted using the e-Recruitment system which is available at: <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Theliswa.Nkonyile@ectreasury.gov.za (NB: For Technical Glitches Only – Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.

CLOSING DATE : 19 April 2023

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants Are Urged To Submit Their Applications As Instructed Enquiries: Theliswa Nkonyile 083 8755 707 For e-Recruitment Enquiries, email: Theliswa.Nkonyile@ectreasury.gov.za

MANAGEMENT ECHELON

POST 12/156 : **DIRECTOR: FINANCIAL ASSET MANAGEMENT REF. PT.01/03/2032**
Purpose: To promote and enforce transparency and effective management of provincial asset and liability portfolio to ensure cash management, assets restructuring and financial management and provide support, coordination and leadership to the directorate

SALARY : R1 105 383 per annum (Level 13) (all-inclusive)

**CENTRE
REQUIREMENTS**

: Head Office (Bhisho)
: A Three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Accounting/Public Finance/ Economics or relevant field coupled with 7 years' experience Finance or related field at least five (5) years' experience in a middle/senior management position (Deputy Director Level).

DUTIES

: Enforce PRF Monthly Forecasting Of Cash Requirements For PGM's To Maintain Liquidity: Ensure the funding of departments from the Provincial Revenue Fund (PRF) in line with prevailing prescripts (PFMA, National Treasury Regulations); Maintain and Manage the banking relationship of the Province in relation to overall PRF and Departmental Paymaster General Accounts (PMG) ; Manage cash flow requirements and ensure sound cash flow forecasting of the Province maintained; Consolidated monthly reports on the liquidity of the PRF, Manage and monitor monthly and annual disbursement processes of departmental PMG accounts cognisant of National cash inflows in relation to equitable share and conditional grants; Ensure prudent investment of surplus funds in the PRF with reputable financial institutions in line with applicable investment policy and within acceptable risk governing the PRF; Sign-off and review PRF daily cash movement reports in ensuring liquidity. Monitor And Enforce Compliance With Cash Management Framework By Departments: All provincial departments complying with the Cash Management Framework in relation to its liquidity and sound cash flow forecasting, amongst others; Enforce surrenders of unspent funds by departments to the PRF in relation to both equitable share and conditional grants annual post audit of departmental Annual Financial Statement; Support departmental payments on government financial systems (BAS, PERSAL) in line with Cash flow projections. Support the enforcement of Own Revenue pay-overs by departments to PRF on weekly and monthly basis in line with all revenue collected by departments due to the PRF. Monitor and review monthly Bank reconciliation of transfers from the PRF to the departmental PMGs and Produce PRF Annual Financial Statement In Line With NT Prescripts: Annual financial statements produced for the PRF in line with NT prescripts and requirements; Liaise with the all key stakeholders, such as departmental CFOs as well as office of the Accountant General in ensuring compliance to the audit process of the PRF, Manage the Risk aspects of PRF and its liquidity; Participate in governing structures within the departments, but limited not to , the PRF; Ensure support and give guidance on PRF audit to your report staff. Ensure timeous response to AG audit findings. Sign-off and review PRF monthly reports. Review And Enforce Consolidation Of Monthly Reports On Compliance With PFMA Prescripts On Creditor Payments: Monitor and assist departments in their compliance to pay within the stipulated date as per prescripts; Manage and monitor monthly forum meeting with all departments to share best practices on creditor management processes; Manage and Monitor the relationship with all key stakeholders on compliance to payments with stipulated timeframes and communication aspects; Monitor and assist departments in their redeeming of the accruals and payables; Provide Age Analysis Of Staff Debtors Per Department And Interactions With Departments To Reduce Such. Monitor and engage departments on interventions undertaken to reduce debtors (both staff and any other) and interdepartmental debtors. Ensure to the support and review of quarterly reports on staff and interdepartmental debtors; ensure that all departments comply with the Liability Management Framework; Facilitate and review reports on Liability Management. Ensure Effective Communication and Stakeholder Management: Effective and efficient communication with internal and external stakeholders. Monthly co-ordination of unit meeting to share vision plans and new developments; ensure to that minutes are produced thereof. Supervise and co-ordinate the effective and efficient running and management of the Unit. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility, Ensure that vacancies are filled timeously and that the Recruitment, Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility). Implement And Manage Risk, Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Supply Chain Management policies and practices. Knowledge & application of PFMA & MFMA. Knowledge of Risk management policies and practices. Asset Management policies and practices. Financial Accounting. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management.

Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Statistical and data analysis skills
Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment Enquiries, email: Theliswa.Nkonyile@ectreasury.gov.za

ENQUIRY

OTHER POSTS

POST 12/157

DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF: PT 02/03/2023
Purpose: To manage the development, and implementation reviewal, of Contract Administration Services in the Department

**SALARY
CENTRE
REQUIREMENTS**

R766 584 per annum (Level 11) (all-inclusive)
Head Office (Bhisho)
A Three-year Degree (NQF level 7as recognised by SAQA) BCom Law / LLB / Supply Chain Management / Management/ Public Management/ Public Administration with Minimum of 5 years' experience in contract management experience of which 3 years must have been at an Assistant Director Level in SCM environment. Short Courses in Contract Management will be an added advantage.

DUTIES

Develop Departmental Contract Management Policies And Guidelines: Review Contract Management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Manage Departmental Contracting: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendment cancelations and develop proposals for approval. Evaluate applications for deviations and make recommendations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve contractual disputes. Maintain proper relationship with suppliers within the code of ethics monitor supplier performance according to the contract and service level agreement. Monthly update and maintain contract register, Prepare response on contract participation requests, ensure contracts payments are made timeously, Prepare and submit monthly and quarterly reports, Participate in Bid Committees. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions & Practice Notes. Applied Strategic Thinking, Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate. Strong presentation skills. Good Communication Skills (verbal and written).

ENQUIRIES

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

POST 12/158

DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF: PT 03/03/2023
Purpose: To monitor and analyze economic parameters and socio-economic imperatives across government departments and their inter-relation and relevance to the provincial Budget

**SALARY
CENTRE
REQUIREMENTS**

R766 584 per annum (Level 11) (all-inclusive)
Head Office (Bhisho)
Three-year Degree (NQF level 7 as recognised by SAQA) in Economics/ Statistics or related field coupled with minimum 5 years' experience in Economics or a related field of which 3 years must have been at an Assistant Director Level

DUTIES : Manage The Directorate Responsible for Developing a realistic and sustainable Fiscal and Medium-Term Budget Framework For The Province; Conduct analysis on key economic variables, their inter-relation and relevance for the budget. Conduct analysis on potential and constraints to growth and development and their interaction with government spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economic variables. Monitor and manage institutional coordination and sector integration. Provide Strategic Leadership In The Planning And Implementation Of A Credible And Sound Revenue Budget. Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy; Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and Compile revenue reports. Provide technical assistance in Data Analytics and the Application Of Economic Analysis Tools Monitor and support capacity development in the areas of fiscal policy analysis, econometric modelling and impact analysis Skills and Competencies: In depth understanding of the legislative framework that governs the Public Service. Knowledge & application of PFMA. Data analytics and research /econometric modelling (Stata /E-views/ R / SPSS), Project appraisals. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management and Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Risk management policies and practices. Supply Chain Management policies and practices. Client Orientation and Customer Focus. Communication (verbal & written) Computer Literacy

ENQUIRIES : Ms T. Nkonyile Tel No: 83 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For e-Recruitment Enquiries, email: Theliswa.Nkonyile@ectreasury.gov.za

POST 12/159 : **DEPUTY DIRECTORS: INFRASTRUCTURE PLANNING REF: PT 04/03/2023 (02 POSTS)**

Purpose: To manage the planning of the infrastructure delivery and performance by Provincial Departments and Public Entities.

SALARY : R766 584 per annum (Level 11) (all-inclusive)
CENTRE : Head Office (Bhisho)

REQUIREMENTS : A Three-Year Degree (NQF level 7 as recognised by SAQA) in Accounting / Economics / Built Environment in Quantity Surveying and/or Project Management. Coupled with a minimum of 5 years' experience in Financial Management/ Business/ Built Environment in public sector infrastructure of which 3 years must be at an Assistant Director level or higher.

DUTIES : Analyse The Infrastructure Funding Frameworks And Long-Term Infrastructure Planning; Integrated Portfolio Management Plans. Analyse departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Analyse infrastructure in sector departments to ensure that they maintain their facilities in line with the PFMA and GIAMA. Provide inputs into the provincial infrastructure strategy as well as support and monitor the implementation of strategy. Analyse the Construction Procurement Strategy of the infrastructure departments and ensure that the IDM Risk Management System is implemented. Analyse Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance. Analyse SDA to ensure compliance with Provincial IDMS requirements. Analyse the alignment of IDPs with Provincial Infrastructure Plans. Analyse Relevant Provincial Infrastructure Plans And Budgets And Provide Expert Infrastructure Inputs And Guidance, Infrastructure Expenditure Performance Report. Analyse infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans and provide support to infrastructure departments. Check that the committed budget proposals and recommendations are correctly captured. Analyse the credibility of budgets and financial data and make recommendations. Assist in analysing projects to ensure that infrastructure projects are closed out timeously and make recommendations for corrective actions. Draw expenditure reports from the system and analyse these together with infrastructure spending reports. Conduct an analysis and compile report with recommendations. On the alignment and correctness of data between IYM, IRM and BAS. Assist in the compilation of presentations and provincial consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Assist in analysing whether departmental infrastructure procurement takes place in line with approved plans. Analyse whether infrastructure departments incorporate the asset life cycle

management and maintenance into plans. Analyse infrastructure project cash flow projections and assist in providing recommendation to improve performance. Support departments to comply to DORA / requirements and to institutionalise best practice activities in line with the IDMS. Analyse provincial infrastructure capacitation challenges (including resourcing and training). Assist in updating all sector departments' with changes in reporting modules and legislative requirements. Analyse Over/Under Spending For Infrastructure Projects Of Provincial Departments In Terms Of Value For Money Considerations And Make Recommendation For Corrective Measures; Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Analyse and provide assistance so that infrastructure projects comply with the IDMS project management gateway system. Assist with infrastructure, budget and payments within departments to address infrastructure payment bottlenecks as it impacts significantly on time, cost and quality aspects for infrastructure projects. Provide assistance on infrastructure projects so that they comply with a framework for standardized unit costing. Undertake infrastructure site visits to assist in the investigate elements of value for money (e.g. Payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports). Assist in analysing project information from site visits, make recommendations in terms of corrective actions and update information into the GIS system. Assist in checking whether departments are utilising project close out guidelines (including the capitalisation of projects on to the asset register. Manage Area Of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously, Manage employee performance daily and conduct Performance Assessments of subordinates. Ensure that all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PPT in realising its strategic objectives. Monitor expenditure and ensure it is within budget, Ensures that assets are managed, maintained and kept. Skills and Competencies; Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Financial Modelling (analysis of economic viability). Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation and Computer Literacy.

ENQUIRIES

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

POST 12/160

: **DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT REF: PT 05/03/2023**
Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

SALARY CENTRE REQUIREMENTS

: R766 584 per annum (Level 11) (all-inclusive)
: East London
: B. Degree (NQF level 7 as recognized by SAQA) in Financial Management/Financial Accounting with Accounting as a major plus Minimum of 5 years' experience in Finance of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES

: Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review MSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Manage the analysis and review of Financial Management Capability Maturity Model (FMCMM) reports to determine weaknesses in financial management. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Disciplinary Board. Provide project management support to a team, including human resource management, planning, risk management and reporting.

Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and MSCOA.

ENQUIRIES

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

POST 12/161

: **DEPUTY DIRECTOR: INTERGRATED, PLANNING, MONITORING, EVALUATION & POLICY COORDINATION REF: PT 06/03/2023**

SALARY
CENTRE
REQUIREMENTS

: R766 584 per annum (Level 11) (all-inclusive)
: Head Office (Bhisho)
: Three-year Degree (NQF level 7 as recognised by SAQA) in Public Administration / Public Management or any other related field coupled with minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level

DUTIES

: Develop And Maintain Strategic-Plan and Reporting Guidelines: Develop and implement the departmental performance management framework. Implement the Framework for Strategic Plans and Annual Performance Plans. Coordinate submission and analysis of quarterly reports, annual reports and budget vote documents. Manage analysis of organisational performance. Monitor reporting on departmental programmes and activities against government programme of action, cluster projects and intergovernmental working groups. Monitor the implementation and evaluation of projects in line with the National Evaluation Policy Framework. Co-ordinate and Facilitate Strategic and Operational Planning Processes: Develop Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the submission of the budget vote documents. Coordinate and facilitate strategic and operational plan process. Facilitate the alignment of departmental Strategy to the government priorities. Train and support programmes on key planning concepts. Support programmes on the alignment of their plans to the budget. Manage Research and Policy Co-Ordination; Develop and maintain protocols and guidelines for policy development and approval. Facilitate the development and review of departmental policies. Provide advice and support to internal units on policy development and approval matters. Facilitate the development of a repository for departmental policy. Collect, store, analyse and disseminate research information. Develop and maintain protocols and guidelines for research projects that will assist in attainment of the provincial treasury mandate. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support, and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance and ensure timely submission of Performance Agreements and Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance. Innovation and Knowledge Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leaders

ENQUIRIES

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

POST 12/162

: **ASSISTANT DIRECTOR: OD CHANGE MANAGEMENT & HR PLANNING REF: PT 07/03/2023**

Purpose: To facilitate the implementation of Organisational Development Interventions and Change Management Programmes in the Department.

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 09)
: Head Office (Bhisho)
: A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Production & Operations Management / Work Study Management Services /

DUTIES

Public Management /Public Administration and Human Resources coupled with Minimum of three (3) years' relevant work experience must be at an officer Level (level 7 or higher). PERSAL Certificate will be an added advantage.

Review And Redesign Departmental Organisational Structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organisational structure. Compile OD report. Implement and maintain post establishment. Conduct Business Processes Mapping and Develop Standard Operating Procedures for the Department; Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate The Development of Job Description, Co-Ordinate and ensure implementation of Job Evaluation for the Department; review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and review of Job Descriptions. Capture job descriptions on the developed database up to date job description database Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Capture JE results in the system (PERSAL). Assist in the review of departmental Job Evaluation (JE) policy. Conduct workshop on changes with regards to Job Evaluation process. Facilitate The Implementation of Change Management Programmes; Assist the development of change management best practice policies, processes and procedures and ensure alignment to the departmental aims and objectives. Facilitate the implementation of Change Management initiatives Assist in the identification of resistance and performance gap and assist with the development and facilitate implementation of corrective actions. Facilitate team building sessions to enhance the cohesiveness of the team. Facilitate implementation of change management by ensuring all necessary interventions such as organisation behavioural and cultural issues are outlined and implemented throughout the Department. Conduct organisational impact assessment. Manage and review change management strategies and plans that assist in maximising employee adoption. Assess and classify the impact of the process change on stakeholders and identify people readiness intervention. Render support and coaching to supervisors as they assist subordinates through organisational transitions. Facilitate and co-ordinate the implementation of the Organisational Functionality Assessment (OFA); facilitate the setting up of the governance structures for OFA. Facilitate and coordinate gathering of data for the OFA. Prepare, consolidate and assist in the analysis of the OFA data received from all the relevant stakeholders. Render secretarial services in the OFA related interventions. Facilitate and coordinate the reporting on the implementation of the OFA. Coordinate, facilitate and monitor the implementation of operations, Productivity Management Assessment; facilitate and coordinate quarterly meeting on OM and PM. Render secretarial services in the OM and PM Assessment Committee. Facilitate and coordinate gathering of data for the OM and PM. Prepare, consolidate and assist in the analysis of the OM and PM data received from all the relevant stakeholders. Facilitate and coordinate the reporting on the implementation of OM and PM. Facilitate and Co-Ordinate the Implementation of Hr Planning and Employment Equity in the Department. Assist in the development, implementation and maintenance of Human Resource Plan for the department. Review and maintain employment equity plan. Conduct analysis of existing HR delegations. Draft HR delegations report and submit to supervisor. Manage Area of Responsibility; Prepare progress report on compliance matters and submit report to OTP. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management. Diversity Management. Job Evaluation. Business Process

Modelling. Organisational Development Models. Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Post Budgeting. Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment. Policy Analysis. Project Management Analytical thinking. Interpersonal Relations. Knowledge Management. Diagnosis Skill, Good Planning & Organising, Good Research Skills, Problem Solving, Facilitation, Consultation Skills Influencing, Good Communication Skills (verbal & written), Computer Literate

ENQUIRIES

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

POST 12/163

: **WEBMASTER: ICT MANAGEMENT REF: PT 08/03/2023**
Purpose: To develop and provide the departmental website and intranet support services

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 09)
: Head Office (Bhisho)
: A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) as recognised by SAQA) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 years' experience in Web Application, Web Development, Cascading Style Sheets-CSS, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL.at an officer Level (level 7 or higher).

DUTIES

: Render Support in the Development of Policies and Procedure for the Department; Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render Support In The Development Of Website And Intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website. Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render Support To End Users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability, and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites.

ENQUIRIES

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

POST 12/164

: **ASSISTANT DIRECTOR: SCM, STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT REF: PT 09/03/2023**
Purpose: To render SCM transversal contract management and strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities.

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 09)
: Head Office (Bhisho)
: National Senior Certificate and Degree (NQF level 7 as recognized by SAQA) in Financial Management / Public Administration, Majoring in Supply Chain and Public Finance or any other related field plus Minimum of 3 years' relevant experience at an officer level (level 7 or higher) In Supply Chain Management preferably in Contract Management environment.

DUTIES

: Render Awarding Compliance and Ensure an Effective Component; Co-ordinate the review process of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Co-ordinate and support centralised supplier systems by ensuring that all complaints and enquiries are dealt with. Co-ordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standard. Co-ordinate the review of Bids received from Departments by ensuring that the right processes of evaluating Bids have been followed; handle any anomalies detected in the review of submission process thereof. Render all secretariat services of the convening committees. Render The Implementation and Institutionalisation Of Contract Management. Co-ordinate the development of

questionnaires and conduct onsite assessments on current contract management practices in Provincial Departments and Public Entities. Render the development of a contract management plan in conjunction with the Department / Public Entity. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Render support to departments on contract management disputes. Render the arrangement of contract management workshops and roll-out best practises to institutionalise contract management in the Departments. Promote Contract Management Strategic Procurement; Conduct and train Departments on spend analysis for all procurement in a financial year. Identify procurement needs for all departments. Monitor implementation of strategic Procurement Framework on set commodities. Co-ordinate implementation measures and monitor the impact of value for money initiatives against Departmental spend. Support initiatives to promote local economic development by ensuring compliance to the LEDPF and Treasury Regulations. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate especially Excel. Good Communication Skills (verbal and written). Power point presentation

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For e-Recruitment Enquiries, eMail to: Theliswa.konyile@ectreasury.gov.za

POST 12/165

: **SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF: PT 10/03/2023**
Purpose: To render sound and effective salary administration and payroll management.

SALARY CENTRE REQUIREMENTS

: R331 188 per annum (Level 08)
: Head Office
: National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. (Certificates will be submitted on / before Interview date)

DUTIES

: Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation Of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation Of Journals, Preparing Bas Payment Advice Journals And Payment Of Travel Allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance of the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574

POST 12/166 : **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS & INVENTORY REF: PT 11/03/2023**
Purpose: To render Stores and Warehousing Services for the Department.

SALARY : R331 188 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Degree in Commerce / Supply Chain Management / Procurement / Logistics coupled with Minimum of 2 years' experience in SCM / Logistics / Procurement environment.

DUTIES : Facilitate The Requisition, Receipt and Issuing of Stores Items; Receive and record requests from departmental staff. Prepare items requested. Draft memorandum requesting replenished and submit for approval. Assist in drafting budget memorandum for approval and ensure the alignment with sectional budget. Render Support In Maintaining Inventory Stock Level; Analyse inventory levels and ensure that request to replenish is initiated. Provide supervision in the preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Render Support in Monitoring, Recording And Updating Of Bin Cards; Update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render Support in Managing Stock in the Department; Facilitate overall physical count process performed by the Inventory Unit. Performs spot-checks on all items that are on issue voucher. Prepare report for obsolete items identified during stock counts. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act. Supply Chain Management Policies and Practices. Risk Management Policies and Practices. Financial Accounting. Financial Management. Good Communication Skills (verbal & written). Computer Literate. Project Management. Planning and Organising. People Management. Problem Solving. Decision Making. Client orientation and customer focus.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For e-Recruitment Enquiries, email to: Theliswa.konyile@ectreasury.gov.za

POST 12/167 : **PERSONNEL OFFICER: HUMAN RESOURCE SERVICES REF: PT 12/03/2023**
Purpose: To render support services in the implementation of Conditions of Service in the Department.

SALARY : R181 599 per annum (Level 05)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate (Matric/ Grade 12) coupled with Minimum of 1-year experience in Conditions of services. Extensive understanding with Certificates of PERSAL system. (Certificates will be submitted on / before Interview date)

DUTIES : Provide Support in the Implementation of Service Benefits; Receive and process housing allowance, Record and assist in ensuring timeous payment of service benefits on termination of service e.g. pensions and leave gratuity. Assist in processing of long service awards and other leave encashment processes. Receive and record state guaranteed applications and report on issued and released guarantees. Assist in verifying the correctness of S and T's calculations and documentation. Render And Administer Leave Matters; Assist in the compilation of quarterly leave reconciliations and draft report. Draft notice on all employees who exhausted their leave. Capture leave on PERSAL. Capture leave discounting and gratuity on PERSAL. Skills and Competencies: Human Resource Management prescripts and legislation. Procedure on incapacity leave and ill Health retirement. PERSAL System. Computer Literate. Project management, Analytical thinking, Report Writing, Presentation. People Management.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For e-Recruitment Enquiries, eMail to: Theliswa.konyile@ectreasury.gov.za

SOCIAL DEVELOPMENT

APPLICATIONS : Applications Must Be Submitted Via One of The Following Options: Or Provincial Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra

Road), King William's Town, for the attention of Ms. A Njaba or Post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. For Districts Are to Be Sent To The Following: Alfred Nzo: The District Director, Department of Social Development, Private Bag X401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni at 039 – 2540900

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula 043 705-5675.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 8083709

Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsputse at 051 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750

Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo at 046 636-1484

OR Tambo: Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa (047 531 2504). The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: zukisa.moyeni@ecdsd.gov.za (NB: FOR Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: zukisa.moyeni@ecdsd.gov.za and not as specified – your application will be regarded as lost and will not be considered. Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 OR Ms A Njaba 043 605-5110. E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

CLOSING DATE
NOTE

: 19 April 2023
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from

previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants Are Urged To Submit Their Applications As Instructed

OTHER POSTS

<u>POST 12/168</u>	<u>DEPUTY DIRECTOR: ADMINISTRATION REF NO. DSD 01/03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R766 584.per annum (Level 11) : Sarah Baartman: Blue Crane LSO : National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Public Administration / Social Work / Social Sciences with a minimum of 3-5 years relevant experience of which 3 years must have been at the level of an Assistant Director. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the Legislative Framework relevant to the Social Development Sector. Sound knowledge of Financial, Human Resources and Supply Chain Management. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and Customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on social transformation and community development.
<u>DUTIES</u>	: Be responsible for the overall management and control of the Blue Crane area. Render management of Developmental Social Welfare and Community Development Services. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
<u>ENQUIRIES</u>	: may be directed to M Sipambo at Tel No: 046 636-1484. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 12/169</u>	<u>SOCIAL WORK SUPERVISOR GR1 (9 POSTS)</u>
<u>SALARY CENTRE</u>	: R401 691.per annum : Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO (Ref no. DSD 02/03/2023) : Umzimvubu LSO (Ref no. DSD 03/03/2023) : BCM: Bhisho CYCC (Ref no. DSD 04/03/2023) : King Williams Town (Ref no. DSD 05/03/2023) : Chris Hani: Enoch Mgijima (Molteno) LSO (Ref no. DSD 06/03/2023) : Joe Gqabi: Lulama Futshane CYCC (Ref no. DSD 07/03/2023) : NMM: Enkuselweni Place of Safety X2(Ref no. DSD 08/03/2023) : OR Tambo: Flagstaff LSO (Ref no. DSD 09/03/2023)
<u>REQUIREMENTS</u>	: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations

Procedure in highly unionised environment. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Ensure that a Social Work Service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and Volunteers to ensure an effective social work service. Keep up to date with the new developments in the Social Work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions. To supervise social workers to ensure compliance in the implementation of departmental policies and legislation. To monitor implementation of developmental social welfare programmes in line with departmental policies. To ensure monitoring and support of funded and unfunded organisation/ NPO's. To ensure integration of service with stakeholders and other governmental departments through meetings and community mobilization. Attend to any other matters that could result in, or stem from, social stability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willing to travel.

ENQUIRIES : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900
BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709
Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616
Ms P Tsuputse at Tel No: 051 633-1609.
NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
OR Tambo. Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/170 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**

SALARY : R393 711.00per annum (level 9)
CENTRE : Alfred Nzo: District Office (Ref No. DSD 10/03/2023)
OR Tambo: District Office (Ref No. DSD 11/03/2023)

REQUIREMENTS : National Senior Certificate plus a B. Degree/ National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 3 years of experience must be at a supervisory level (salary level 7/8) in the relevant field. A valid South African driver's license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of PERSAL will have a distinct advantage. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government Sector. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

DUTIES : Facilitate and coordinate training and development initiatives for employees in the Department. Implement, monitor and evaluate the Departmental Skills Development Plan. Implement, monitor and evaluate the Continuous Professional Development (CPD) Programmes in the Department. Implement, monitor and evaluate the Internship Programmes in the Department. Implement, monitor and evaluate the Learnership Programmes in the Department. Implement, monitor and evaluate the Departmental Bursary Scheme. Coordinate, administer and monitor the implementation of the Departmental Talent Management initiatives. Manage the efficient utilization of HRD allocated resources (human and financial).

ENQUIRIES : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101.
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa 047 531 2504.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/171 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF: DSD 12/03/2022**

SALARY : R393 711.per annum (Level 9)
CENTRE : Provincial Office

REQUIREMENTS : National Senior Certificate plus a B Degree/ National Diploma in Commerce; Financial Management; Logistics; Asset Management. 3 years' experience must be functional

experience in Moveable Assets and Disposals Assets, of which two years at supervisory level (salary level 7/8). Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Knowledge of government priorities, policies e.g. PFMA, TR, acts governing risk management. Knowledge of applicable accounting standards to Moveable Assets and Disposal Management. Knowledge of applicable SCM prescripts to disposal management. Knowledge of risk management, auditing and financial field. Skills: financial management and procurement, research and policy formulation, problem solving and interpersonal conflicts, good Communication skills (verbal, writing and other), problem-solving skills, project management.

DUTIES : Develop and maintain Moveable Asset Disposal register. Maintain Damage and loss control register. Evaluate and monitor losses and disposal of assets. Identify risks. Work with Moveable Asset Management on twice yearly physical verification and reconciliation. Manage the disposal of assets and support to MLRF Disposal Committee as secretariat. Manage the loss of assets and support to MLRF Loss Committee as secretariat. Maintain the entity's leased asset register. Plan and execute verification of obsolete asset throughout the Province. Execute the physical disposal process; ensure that assets are disposed systematically. Ensure efficient travel and accommodation activities. Policy development, Circular and standard operating procedures. Manage resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101/ 043 605-5110.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/172 : **SOCIAL WORKER GRADE 1 (9 POSTS)**

SALARY CENTRE : R269 301.per annum
: Alfred Nzo: Matatiele LSO (Ref No. DSD 13/03/2023)
: Amathole: Idutywa LSO (Ref No: DSD 14/03/2023)
: Centane LSO (Ref No: DSD 15/03/2023)
: BCM: Mdantsane 2 LSO (Ref No: DSD 16/03/2023)
: Chris Hani: Intsika Yethu (Cofimvaba) LSO (Ref No: DSD 17/03/2023)
: Sakhisizwe (Cala) LSO (Ref No: DSD 18/03/2023)
: Joe Gqabi: Burgersdorp LSO (Ref No: DSD 19/03/2023)
: Mount Fletcher LSO (Ref No: DSD 20/03/2023)
: OR Tambo: Port St Johns LSO (Ref no: DSD 21/03/2023)

REQUIREMENTS : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required

ENQUIRES : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900.
Amathole Enquiries may be directed to Ms Z. Habe at 0437116626.
BCM Enquiries may be directed to Ms P. Kula 043 705-5675.
Chris Hani Enquiries may be directed to Ms Mzinjana at (045) 8083709
Joe Gqabi Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609.
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa 047 531 2504.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/173 : **SOCIAL WORKER GRADE 1 REF NO. DSD 22/03/2023**

SALARY CENTRE : R269 301.per annum
: Amathole: Idutywa LSO

REQUIREMENTS : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Knowledge: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Provide preventative, developmental and integrated services and programmes to Older Persons and People with disabilities. Provide social welfare services to children and people infected with HIV/AIDS, family preservations programs and social relief. Provide Psycho-social support to al the vulnerable groups and their families. Render Support to Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRES : Amathole Enquiries may be directed to Ms Z. Habe at Tel No: 0437116626.
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 12/174 : **SOCIAL WORKER GRADE 1 REF NO. DSD 23/03/2023**

SALARY : R269 301.per annum
CENTRE : Chris Hani: Ezibeleni OSC

REQUIREMENTS : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behaviour and helping offenders to realize the impact of their behaviour on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care, support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002.

ENQUIRIES : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/175 : **ADMIN OFFICER: HRD REF NO. DSD 24/03/2023**

SALARY : R269 214.per annum (level 7)
CENTRE : Chris Hani: District Office (

REQUIREMENTS : Senior Certificate plus an appropriate Degree/ National Diploma in Human Resources Management/ Public Management plus a minimum of 1-2 years' experience in Human Resources Environment. PERSAL Introduction certificate is a prerequisite. A valid South African driver's license will be an added advantage Competencies: Knowledge of PERSAL system. Understanding of Human Resources Management policies, procedures and processes. PMDS & Computer Literacy (Word, Excel, PowerPoint).

- DUTIES** : Plan and Implement the performance management and development system
Coordinate meetings for PMDS Committee at District level and keep records. Attend to PMDS, Training, Social Services, Occupational Specific Dispensation (OSD) related queries. Facilitate the establishment of Skills Development Committee at District level. Conduct workshop on PMDS & OSD (Social Services) throughout the District. Provide secretarial duties during PMDS Moderation. Ensure the contracting, reviewal and assessments of employees. Coordinate training interventions at District level. Prepare monthly, quarterly and half yearly and annual reports
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/176** : **ADMIN OFFICER: EMPLOYEE WELLNESS (X2 POSTS)**
- SALARY CENTRE** : R269 214.per annum (level 7)
Chris Hani: District Office (Ref no. DSD 25/03/2023)
OR Tambo: District Office (Ref no. DSD 26/03/2023)
- REQUIREMENTS** : Senior Certificate plus a B Degree/National Diploma in Human Resources Management/ Public Management plus a minimum of 1-2 years' experience in Human Resources Environment. PERSAL Introduction certificate is an added advantage. A valid South African driver's license will be an added advantage
Competencies: Knowledge of PERSAL system Understanding of Human Resources Management policies, procedures and processes. PMDS & Computer Literacy (Word, Excel, PowerPoint)
- DUTIES** : Plan and implement the SHER`Q programs, interventions and projects according to the strategies and policies. Monitor adherence to legislation, policies and strategies as it relates to EAP & Safety of employees. Support and supervise SHE Reps and other O.H.S functionaries. Identify and asses' hazards in the workplace. Conduct inspection of the buildings. Coordinate meetings of safety committee and keep records. Coordinate meetings of safety committee and keep records. Attend to employee health and wellness & safety related queries. Investigate injury on duty incidents and submit reports. Facilitate the establishment of Safety, First Aiders, Fire Marshall structures. Conduct workplace safety inspections and keep records. Conduct awareness sessions on health and safety matters. Prepare monthly, quarterly and half yearly and annual reports. Coordinate implementation of the Employee Wellness strategy in the district. Attend and provide intervention to all referred cases. Arrange vicarious Trauma Debriefing sessions for all affected employees. Facilitate management of IOD and occupation diseases cases. Liaising with activities to Employee Wellness Programme. Ability to conduct research and write report
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/177** : **ADMIN OFFICER: SCM REF NO. DSD 27/03/2023**
- SALARY CENTRE** : R269 214.per annum (level 7)
NMM: District Office
- REQUIREMENTS** : National Senior Certificate plus a B Degree/National Diploma in Supply Chain Management/Logistics/Public Management plus a minimum of 1-2 years' experience in Supply Chain Management Environment. BAS, LOGIS and MIS will be an added advantage. A valid South African driver's license will be an added advantage
Competencies: Knowledge of the following: BAS/LOGIS system, asset disposal procedure, Assets Management, Supply Chain Policies, Department of Social Development mandate, knowledge and understanding of legislative framework governing the Public Services.
- DUTIES** : Render administrative support to SCM Unit, update and maintain supplier database. Register suppliers on CSD/SDIMS system. Render demand and acquisition administrative support. Undertake logistical support services for the unit. The provision of support to the management of requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check, and capture quotations responses and handover for valuation. Source quotations from various service providers. Provide Secretariat or logistic support during BID consideration and contract conclusion process.
- ENQUIRIES** : NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/178 : **STATE ACCOUNTANT: INTERNAL CONTROL UNIT (PRE-AUDIT) REF NO. DSD 28/03/2023) (2 POSTS)**

SALARY : R269 214.per annum (level 7)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, B. Degree/ National Diploma Internal Audit (NQF level 6) in Internal Auditing or Auditing with minimum of 2 years' experience at Internal Control Unit (ICU)/ Finance Unit. A valid South African driver's license will be an added advantage. Computer Literacy. Knowledge of Internal Controls and Government Regulations, Policies and Prescript will be a distinct advantage. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Knowledge in the application of Internal Control practice and ethics and relevant Government Regulations and Policies. Good communication skills, report writing skills, facilitation skills, Co-ordination skills, Liaison skills, Networking, Decision-making skills, Accounting skills, Financial Management and Project Management skills, sound interpersonal and conflict management skills.

DUTIES : Analyse and enforce application of Government regulations, policies and prescripts in financial related transactions. Maintain and evaluate the implementation of policies and procedures. Ensure that procurement and payment requests comply with relevant statutory prescripts. Check the authenticity of the payment request and vouchers prior to the processing and payment thereof. Ascertain that Pre audit certificates are issued within reasonable time upon receipt of commitment requests. Monitor internal control. Train ICU staff in internal control and in implementation of systems. Conduct workshops and attend bilateral meetings with programme managers. Ensure compliance with relevant legislation and regulations. Ensure verification of financial delegation of powers prior to effecting payment requests and vouchers. Prevent Irregular, Fruitless and Unauthorised Expenditure and maintain their registers. Act as Secretariat of Irregular, Fruitless and Authorised Expenditure Committee and do all necessary. Activities like provision of required payment vouchers, typing correspondences, and reports relating to Irregular, Fruitless and Authorised Expenditure.

ENQUIRIES : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/179 : **PRINCIPAL PERSONNEL OFFICER REF NO. DSD 29/03/2023**

SALARY : R269 214.per annum (level 7)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management or equivalent coupled with 2 years' relevant experience. Introduction to PERSAL certificate is a prerequisite. Competencies: Human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: Implement service benefits and leave management. Ensure effective processing of housing allowance, long service recognition, resettlement claims, termination of service, leave gratuities and pension withdrawal claims. Approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Provincial Office Enquiries may be directed to A Njaba at Tel No: 043 605 5110/ 5101.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/180 : **COMMUNITY DEVELOPMENT PRACTITIONER GR1 (3 POSTS)**

SALARY : R227 550.per annum
CENTRE : Alfred Nzo: Matatiele LSO (Ref no. DSD 30/03/2023)
Amathole: Idutywa LSO (Ref no. DSD 31/03/2023)
OR Tambo: Tsolo LSO (Ref no. DSD 32/03/2023)
REQUIREMENTS : National Senior Certificate plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a

facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

DUTIES : Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

ENQUIRIES : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900. Amathole Enquiries may be directed to Ms Z. Habe at Tel No: 0437116626. OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/181 : **ACCOUNTING CLERK REF NO. DSD 33/03/2023**

SALARY : R181 599.per annum (level 5)
CENTRE : Chris Hani: Enoch Mgijima (Queenstown) LSO
REQUIREMENTS : National Senior Certificate plus a National Diploma /B Degree in Logistic, Commerce, Supply Chain Management, Public Management/ Financial Management/ Business Management or and equivalent appropriate tertiary qualification with at least 1-year relevant experience. PERSAL Introduction and BAS certificate will be an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration. Understanding of SCM policies, procedures and processes, PFMA and applicable treasury regulations. Knowledge and experience of departmental MIS system. Understanding of Human Resources Management policies, procedures and processes LOGIS and Computer Literacy (Word, Excel, PowerPoint). A valid driver's license will be an advantage.

DUTIES : Request BAS and LOGIS reports for the reconciliation purposes Provide supply chain clerical support services• Receive, verify and printing of claim forms from various NGOs. Register, capture, admit and update beneficiary's information on MIS. Ensure timeous submission of claims to the District. Perform stores administration and stock control Stock replenishment. Issuing and receiving of stock. Maintain bin cards and update relevant records. Assist with stock taking and stock checks. Verify quality, quantity and correctness, and report stock discrepancies. Cleaning and tidying up the stores. Receiving and issuing stock on LOGIS. Perform stores administration and stock control. Stock replenishment, Issuing and receiving of stock. Maintain bin cards and update relevant records. Submit weekly, monthly and quarterly reports. Attend all payment related queries. Prepare monthly accrual reports Reconcile commitments and suppliers accounts. Bookkeeping of the documents and cash.

ENQUIRIES : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/182 : **VOCATIONAL INSTRUCTOR REF NO. DSD 34/03/2023**

SALARY : R181 599.per annum (level 5)
CENTRE : Joe Gqabi: Lulama Futshane CYCC
REQUIREMENTS : National Senior Certificate. NQF Level 4. Registration with SACE. Qualified Assessor, Moderator and experience in training college students will be an added advantage. A valid code 8 Driver's License will also be an added advantage. Competencies: knowledge of the TVET sector. Knowledge of the occupational programmes. Sound Computer Skills in MS office

DUTIES : Facilitate the teaching, integrated learning and practical training in the various subjects within related programme. (through lesson planning according to the Subject and Assessment Guidelines). Participate in all other teaching responsibilities, including academic support. Always manage students within the subject (discipline). Create an environment that is conducive to learning. Development training material and identify relevant techniques/ models for training needs. Develop relevant assessment related duties. Attend relevant training workshops and apply knowledge where applicable. Keep up to date with the latest development in the field of study. Assist to prepare students for the world of work. Be prepared to assist with any other teaching and learning activities that might be expected of the applicant.

ENQUIRIES : Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616 or Ms P Tsputse at Tel No: 051 633-1609
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/183 : **ADMIN CLERK (2 POSTS)**

SALARY : R181 599.per annum (level 5)
CENTRE : Alfred Nzo: Matatiele LSO (Ref no. DSD 35/03/2023)
Joe Gqabi: Senqu LSO (Ref no. DSD 36/03/2023)

REQUIREMENTS : National Senior Certificate. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy or computer as a passed module or subject. PERSAL and BAS certificate will be an added advantage. Competencies: Good understanding of Public Service Prescripts. Knowledge of PFMS and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

DUTIES : Render general fleet support services. Render general clerical support services. Provide Supply Chain clerical support services within the district. Provide personnel administration clerical services within the district. Provide financial management support services in the district.

ENQUIRES : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900.
Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616 OR Ms P Tsputse at Tel No: 051 633-1609
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/184 : **PROVISIONAL ADMIN CLERK REF NO. DSD 37/03/2023)**

SALARY : R181 599.per annum (level 5)
CENTRE : Sarah Baartman: Humansdorp LSO

REQUIREMENTS : National Senior Certificate. Computer literacy or computer as a passed module or subject. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

DUTIES : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Compile Monthly, Quarterly and Annual Reports

ENQUIRIES : may be directed to M Sipambo at Tel No: 046 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/185 : **SOCIAL AUXILIARY WORKER GR1 (2 POSTS)**

SALARY : R154 950.per annum
CENTRE : BCM: Mdantsane 1 LSO (Ref no. DSD 38/03/2023)
OR Tambo: Libode LSO (Ref no. DSD 39/03/2023)

REQUIREMENTS : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients

ENQUIRIES : BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.
OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at Tel No: 047 531 0944.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/186 : **SOCIAL AUXILIARY WORKER GR1 REF NO. DSD 40/03/2023 (3 POSTS)**

SALARY : R154 950.per annum
CENTRE : Chris Hani: Ezibeleni OSC

REQUIREMENTS : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South

African driver's license will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young persons placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

ENQUIRIES : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 12/187 : **FOOD SERVICE AID WORKER/ SUPERVISOR (7 POSTS)**

SALARY : R151 884.per annum (level 4)
CENTRE : Chris Hani: Ezibeleni OSC (Ref no. DSD 41/10/2022) (3Posts)
Joe Gqabi: Maletswai OSC (Ref no. DSD 42/03/2023) (4 Posts)

REQUIREMENTS : Grade 7 or ABET Level 4, ability to read and write Competencies: Communication skills, problem solving skills, Computer literacy skills

DUTIES : Supervise staff working under food service section, ensure that staff members under his/her unit filled their work plan on time, Perform general assistant work (load and off load goods, equipment to relevant destination. Work closely with Centre Manager and Staff within the Centre, cleaning, assist in repair of equipment in the Centre, ensure clean a clean yard and garden, report damaged machinery, maintain and keep record of the allocated tools Cleaning and tidying up the facility, ensure timeous submission of the assigned task, Assist in any duties that may be tasked from time to time,

ENQUIRIES : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.
Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616
OR Ms P Tsuputse at Tel No: 051 633-1609
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za.

POST 12/188 : **LAUNDRY SUPERVISOR REF NO. DSD 43/03/2023**

SALARY : R151 884.00per annum (level 4)
CENTRE : NMM: Ernest Malgas Treatment Centre
REQUIREMENTS : National Senior Certificate or Grade 12. 5 years previous experience in laundry services
Competencies: Ability to read and write. Good interpersonal and communication skills. Ability to operate washing and ironing equipment. Computer skills will be an added advantage.

DUTIES : Stock keeping and ordering of laundry material. Supervise activities concerning, washing, drying, ironing, folding and storing of laundry linen closets. Keep equipment and laundry area clean. Report any damaged laundry. Record stock issuing of stock issuing to section

ENQUIRIES : NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 12/189 : **CHILD AND YOUTH CARE WORKER GR1 (2 POSTS)**

SALARY : R147 366 per annum
CENTRE : BCM: John X Merrimen (Ref no. DSD 44/03/2023)
NMM: Erica Place of Safety (Ref no. DSD 45/03/2023)

REQUIREMENTS : National Senior Certificate or equivalent qualification. Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work will be an added advantage. Computer literacy. Must not be listed in the National Register for Sex Offenders. Computer literacy. Drivers' license will be an added advantage. Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.

DUTIES : Holistic care of children/youth in conflict with the law in residential care. Serve on a multi-disciplinary team. Behaviour Management of children/youth in conflict with the law. Development and execution of residential developmental and recreational programmes. Writing and presenting reports. Mentoring and counselling individual young people. Willingness to learn. Willingness to work shifts and weekends

ENQUIRIES : BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.
NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

<u>POST 12/190</u>	:	<u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR1 (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R147 366.per annum Joe Gqabi: Lady Grey LSO (Ref no. DSD 46/03/2023) OR Tambo: Tsolo LSO (Ref no. DSD 47/03/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification. Proficiency in computers and inventories would be an added advantage. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.
<u>DUTIES</u>	:	Must have knowledge of community development environment, attitudes and values for the engagement in the social development of communities. Must understand the social dynamics of communities. Must be able to assist with the facilitation and implementation of various social development programs/interventions.
<u>ENQUIRIES</u>	:	Joe Gqabi Ms N. Duba at Tel No: 051 633-1616 OR Ms P Tsputse at Tel No: 051 633-1609. OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at Tel No: 047 531 0944. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 12/191</u>	:	<u>HANDYMAN (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R128 166.00per annum (level 3) Chris Hani: Ezibeleni OSC (Ref no. DSD 48/03/2023) Joe Gqabi: Maletswai OSC (Ref No. DSD 49/03/2023)
<u>REQUIREMENTS</u>	:	ABET/Grade 7 (NQF Level 4), ability to read and write Trade Certificate/ Qualification will be an added advantage. One (1) year work experience in a Secure Centre will be necessary. Competencies; A good understanding of the following: General Farm work/ activities; General farm infrastructure maintenance activities; Communication Skills. Knowledge of operating machinery / gardening tools and be willing to work overtime in case of emergency
<u>DUTIES</u>	:	Infrastructure maintenance. Conduct regular building inspections. General farm work/ activities. Repair broken furniture and equipment. Report defects in terms of infrastructure and equipment. Safekeeping of maintenance tools and supplies. Attend to minor electrical, plumbing and carpentry problems.
<u>ENQUIRIES</u>	:	Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709. Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616 OR Ms P Tsputse at Tel No: 051 633-1609 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 12/192</u>	:	<u>DRIVER REF NO. DSD 50/03/2023</u>
<u>SALARY CENTRE</u>	:	R128 166.per annum (level 3) NMM District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.
<u>DUTIES</u>	:	Driving for District Office. Responsible for transporting of goods/mail to and from District office to post office as well as Area/District office and wherever it is required to deliver and collect goods.
<u>ENQUIRES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 12/193</u>	:	<u>DRIVER REF NO. DSD 51/03/2023</u>
<u>SALARY CENTRE</u>	:	R128 166.per annum (level 3) Provincial Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

- DUTIES** : Responsible for transportation of departmental officials to various destinations across the Province. Assist in delivery of mail to various points. Taking vehicles for service/maintenance purposes. Assist in loading and off-loading Departmental goods
- ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba at Tel No: 043 605 5110/ 5101. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Applications must be submitted using the e-Recruitment system which is available at: <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Simphiwe.Mgudlwa@ectransport.gov.za (NB: For Technical Glitches Only – Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applications not submitted as specified will be regarded as lost and therefore will not be considered. Please take note, NO hand delivered applications will be allowed as the department is using E-recruitment system.

CLOSING DATE : 19 April 2023

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

MANAGENT ECHALON

<u>POST 12/194</u>	:	<u>DIRECTOR: TRAFFIC LAW ENFORCEMENT REF.DOT 01/03/2023</u> (Re-Advertisement Applicants who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R1 105 383 – R1 302 102.per annum (Level 13) (An all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office- KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in LLB / Traffic Management / Transport Management / Public Administration / Public Management. 5 years' experience at middle management in the relevant environment. Active road traffic law enforcement officer registration certificate .SMS pre-entry certificate as offered by the National School of Government (NSG). Executive Development Programme will be an added advantage. A Valid Driver's License. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	Manage post crash response spiritual and counselling services: Attend to all road disasters as per Road Incident Management Systems (RIMS). Liaise with RAF to assist victims of the accidents. Deal with accident and data collection, reporting, capturing and statistics. Manage accident data analysis to guide Traffic Law Enforcement. Manage provision of transport regulation media liaison services. Manage provision of counselling and spiritual services. Manage traffic law enforcement operations and control services: Formulation of strategies to enforce traffic laws. Manage collection of Road Environment Factors information. Planning and implementation of special law enforcement operations including the Arrive Alive project. Coordination of provincial traffic law enforcement activities including developing and maintaining relations with other Law Enforcement organizations. Ensuring resources required for law enforcement are made available. Ensuring morale of traffic officers is developed and kept high. Ensure traffic summonses are promptly served and court cases prosecutions effected. Manage preparation of Provincial law enforcement reports to guide future planning. Manage provision of public transport law enforcement services: Ensure public transport operations are carried out within the parameters of the law. Set policy with regard to the practical and theoretical training of transport inspectors. Conduct investigations on irregularities on the road and taxi ranks. Monitor the allocation of bus routes. Implement the national and provincial freight administration and overload strategy: Implement policies and regulations for the control and elimination of overloading. Ensure linkage with the Strategic Freight and Development Corridors initiative. Control the movement of dangerous goods and abnormal loads. Manage the Abnormal Load Permit Issuing. Manage System and Abnormal Vehicle Registration System. (AVR). Manage issuing of abnormal load exemption permits. Ensure that weighbridges are run efficiently and effectively. Liaise constantly with law enforcement to ensure that overloaded vehicles are prosecuted. Compile monthly statistics on overload control. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of EE Plan of the department, all groups are encouraged to apply.
<u>POSTS 12/195</u>	:	<u>DISTRICT ROADS ENGINEER-DRE (CHIEF ENGINEER) GR A REF.DOT 02/03/2023</u> (Re-Advertisement)
<u>SALARY</u>	:	R1 090 224 per annum (OSD) (An all – inclusive remuneration package)
<u>CENTRE</u>	:	Amathole

- REQUIREMENTS** : National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience post qualification. Registration with ECSA as professional engineer/Technologist. A Valid Driver's license. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Eastern Cape Roads Act, Roads and Ribbon Development Act, Roads Maintenance Manuals, Knowledge of collective bargaining Procurement directives.
- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

OTHER POSTS

- POST 12/196** : **DEPUTY DIRECTOR: TRANSPORT SAFETY EDUCATION REF. DOT03/03/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R908 502 – R1 070 169.per annum (Level 11) (An all – inclusive remuneration package)
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Education/Project Management & Public Management. 3-5 years' relevant experience in the field at Assistant Director Level. Valid Code B driver license. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
- DUTIES** : Coordinate road safety education in schools: Develop an operational plan to guide districts on the implementation of the national road safety strategy. Monitor implementation of signed protocol/ memorandum of understanding with the department of education and other interested parties. Manage the development of road safety learner material. Monitor and evaluate district implementation plans and reports. Develop a provincial road safety education plan. Identify creative ways of promoting road safety education in provincial schools. Coordinate implementation and evaluation of scholar patrols. Manage the distribution of traffic safety education material and equipment. Engage relevant partnerships and stakeholders and develop plans for

promotion of road safety education in schools. Facilitate district training and development needs. Develop and monitor implementation of road safety education. Coordinate Construction and management of school-based road safety education infrastructure: Manage and recommend approval of road safety projects. Liaise with municipality and other relevant stakeholders for road safety education initiatives. Manage and monitor budget allocated to the road safety education projects: Coordinate costed plans, procurement plans, budget allocation and expenditure. Prepare In-Year Monitoring reports for the directorate. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 12/197 : **DEPUTY DIRECTOR: MANAGEMENT INFORMATION SERVICES REF.DOT 04/03/2023**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R908 502 – R1 070 169.per annum (Level 11) (An all – inclusive remuneration package)
: Head Office (Bhisho)

: National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Information Systems or Information Technology/B.Sc. Computer Science with Information Systems as a major subject. Microsoft Power BI, Project management; MCDBA; IT management; added advantage. 3-5 years relevant experience as an Assistant Director in the environment. Valid driver's license (Code 08). Knowledge: Exposure to data integration and data quality tools. Strong knowledge of data warehouse architecture alternatives. Experience with database design, data modelling and exposure in big data technology. Solid understanding of SQL and databases. Design and implementation of ETL procedures for intake of data from both internal and outside sources; as well as ensure data is verified and quality is checked. Design and implementation of ETL processes and data architecture to ensure proper functioning of analytics lad, as well as department's reporting environments and dashboard. Good understanding of PFMA, Treasury regulation, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and regulations and Promotion of Access to Information Act. Good understanding of e-government policy. Minimum Inter-Operability Standards (MIOS) and Government Information Security Standards (MISS).

DUTIES : Manage and lead the modelling, design, and database development of corporate data storage. Plan, design and implement database integrations of those internal and external databases that are relevant for Eastern Cape Department of Transport. Responsible for technical infrastructure designs, data mappings/flows and reports. Work with the Business Intelligence Analyst in the prioritisation of projects. Data Management Services. Data quality and archiving. Manage and lead the implementation of data warehouse projects as required. Technical hands-on work as needed. Scope projects and manage scope changes, based on input from management.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504

e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za. In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

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

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 21 April 2023 Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 12/155** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HS 1/2022**
(Contract for Period of 3 Years)
- SALARY** : The approved remuneration of the Risk Management Committee sittings inclusive of preparation is as follows: Chairperson: R4 317.per day
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Review the institution's risk identification and assessment methodologies, after satisfying itself of their effectiveness in timeously and accurately identifying and assessing the Institution's risks; Evaluate the extent and effectiveness of integration of risk management within the Institution; Assess implementation of the risk management policy and strategy (including plan); Evaluate the effectiveness of the mitigating strategies implemented to address the material risks of the Institution; Review the material findings and recommendations by assurance providers on the system of risk management and monitor the implementation of such recommendations; Develop its own key performance indicators for approval by the Accounting Officer / Authority; Interact with the Audit Committee to share information relating to material risks of the Institution; and Provide timely and useful reports to the Accounting Officer / Authority on the state of risk management, together with accompanying recommendations to address any deficiencies identified by the Committee.
- DUTIES** : The membership of the Risk Management Committee should comprise both management and external members with the necessary blend of skills, competencies and attributes, including the following critical aspects: an intimate understanding of the Institution's mandate and operations; the ability to act independently and objectively in the interest of the Institution; and a thorough knowledge of risk management principles and their application. The chairperson of the Risk Management Committee should be an independent external person, appointed by the Accounting Officer / Authority.
- ENQUIRIES** : Dr. T Ntshangase, Tel No: 051 405 5213

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH**

ERRATUM: (JHB HEALTH DISTRICT): Kindly note that the following 1 post were advertised in Public Service Vacancy Circular 11 dated 24 March 2023, The Notes have been amended as follows (1) Labour Relations Officer Ref No: LR2023/03/07 Notes: must be submitted only through this email: JhbHealth.District.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email. Notes: 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, and 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. 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.. The closing date has been extended to 21 April 2023 and Kindly note that the following 1 post were advertised in Public Service Vacancy Circular 10 dated 17 March 2023, The Notes have been amended as follows (1) Deputy Manager Nursing PN-A8 REF NO: DMN/2022/03/04 Notes: must be submitted only through this email: JhbHealth.District.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email. Notes: 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. 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.. The closing date has been extended to 21 April 2023 **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. **(SEBOKENG HOSPITAL):** Kindly note the following post Deputy Director: Administration and Support Service was advertised without a reference number in the public service vacancy circular 06 date 17 February 2023, The following Reference NO: SEB-DDAS-01-23 must be used. The closing date will be the 14 April 2023.

OTHER POSTS

POST 12/198 : **HEAD CLINICAL DEPARTMENT (DENTAL) REF: HCDOP/01/23**
Directorate: Oral Pathology and Oral Biology

SALARY : R2 259 651 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : BChD or equivalent as well as an MChD / MDent qualification in Oral Pathology and Oral Biology. Current registration with the Health Professions Council of South Africa as a Specialist in Oral Pathology and Oral Biology. A Minimum of 3 years appropriate as a Dental Specialist in Oral Pathology after registration with the HPCSA including a minimum of 3 years academic experience of teaching and training undergraduate

students, postgraduate students (Speciality and non-Speciality programmes) and a proven record of Supervising research with at least one PG Masters student supervised to completion. A proven record of managerial experience and research output with at least 3 publications in peer reviewed and accredited journals. Must have presented Papers/Abstracts of at least 2 locally or internationally.

DUTIES

: The incumbent will be responsible for inter alia; the general management and administration of Oral Pathology and Oral Biology department. Including Finance material and Human Resources. The monitoring of Services and Clinical governance in the discipline, training of undergraduate and postgraduate students' development and supervision of research projects and academic outreach.

ENQUIRIES

: Dr DF Kotsane Tel No: +12- 521- 4881

APPLICATIONS

: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

FOR ATTENTION

NOTE

: Ms Pretty Rangoato

: 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 will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE

: 20 April 2023

POST 12/199

: **HEAD CLINICAL DEPARTMENT (DENTAL) REF: HCDO/01/23**

Directorate: Orthodontics Department

SALARY

: R2 259 651 per annum

CENTRE

: SMU Oral Health Centre

REQUIREMENTS

: BChD or equivalent as well as an MChD / MDent qualification in Orthodontics Department. Current registration with the Health Professions Council of South Africa as a Specialist in Oral Pathology and Oral Biology. Minimum of three (3) years of clinical experience as a Specialist Orthodontics Department with a minimum of three (3) years 'Academic experience in the following: Undergraduate dental education, postgraduate teaching and training including speciality and non-speciality programs and postgraduate research supervision, with at least one PG Masters student supervised to completion. A proven record of managerial experience and research activity with at least three (3) publications in peer reviewed in accredited journals. A good professional standing nationally and internationally among peers in the field.

DUTIES

: The incumbent will be responsible for inter alia; the general management and administration of Orthodontics Department. Including Finance material and Human Resources. The monitoring of Services and Clinical governance in the discipline, academic training of undergraduate and postgraduate students' development and supervision of research projects and academic outreach ENQUIRIES: Dr DF Kotsane Tel No: +12- 521- 4881

FOR ATTENTION

APPLICATIONS

: Ms Pretty Rangoato

: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to

make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE

: 20 April 2023

POST 12/200

HEAD CLINICAL UNIT REF: HCUICD/01/23

Directorate: Integrated Clinical Dentistry

SALARY

: R1 807 380 per annum (all inclusive)

CENTRE

: SMU Oral Health Centre

REQUIREMENTS

: BChD/BDS degree plus MChD/MDent post-graduate degree in any of the 6 Dental Specialties OR Any other relevant Postgraduate Dental Specialty qualification namely MDS/MSc. Current registration with HPCSA as a Dental Specialist OR Stomatologist. Applicants with MChD/MDent require a minimum of 3 years appropriate work experience as a Dental Specialist after registration with the HPCSA, while applicants with the other Dental Specialty qualifications (MDS/MSc) require a minimum of 6 years work experience after registration with the HPCSA. The job incumbent must possess a proven record in teaching and training of dental students, undergraduate and postgraduate (MDent and other master's programmes). In addition, the incumbent should have a work experience in Integrated Curriculum Development, Curriculum Assessment and Monitoring. Proven track record in Research output with at least 3 publications in peer reviewed and accredited journals. Must have presented at least 2 Papers/Abstracts locally or internationally

DUTIES

: The incumbent will be responsible for inter alia; the general management and administration of Integrated Clinical Department. Including Finance material and Human Resources. The monitoring of Services and Clinical governance in the discipline, academic training of undergraduate and postgraduate students' development and supervision of research projects and academic service learning.

ENQUIRIES

: Prof D Mawela Tel No: +12- 521- 5719

APPLICATIONS

: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

FOR ATTENTION

: Ms Pretty Rangoato

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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE

: 20 April 2023

POST 12/201

MEDICAL SPECIALIST: FAMILY MEDICINE REF NO: REFS/016655 (1 POST)

Directorate: Clinical Services

SALARY

: R1 156 308.per annum (All Inclusive package)

CENTRE

: Dr. George Mukhari Academic Hospital

REQUIREMENTS

: Grade 1: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in a normal Speciality. Registration with the HPCSA as Medical Specialist in a normal Speciality. No experience required after registration with the HPCSA as a Medical Specialist in a normal Speciality. Extensive knowledge of South African District Health and Primary Health Care (PHC) system. Extensive undergraduate and post graduate teaching experience, including significant experience with supervisor of post graduate research. At least three relevant publications in peer-reviewed journals. Management skills, good communication, leadership, and decision-making skills. Sound knowledge of and experience in management of Family Medicine cases. Knowledge of national and international demography current health and public services legislation, regulation and policies including medical ethics, epidemiology, and statistics. Good communication skills and decision making. Counselling and conflict resolution skills. Leadership, administration,

and management skills. Demonstration of the ability to work as part of a multidisciplinary team. An extra qualification will be an added advantage.

DUTIES

: Co-ordinate the comprehensive medical services in the Hospital. Implement quality improvement process to address identified problems related to patient care and the health systems in consultation with other stakeholders. Coordinate academic and clinical activities of the department and report directly to the Head of Department. Ensure Family Physicians implement their own performance management and those of their subordinate's medical officer, Registrars, medical interns and support staff. In liaison with other stakeholders, provide leadership in the implementation of the Primary Health Care re-engineering project, School health and ward based PHC outreach teams. Implementation and participate in a structured, continued professional programme to optimise the knowledge and skills of clinicians in the District (Medical Interns, Medical Officers, PHC Nurses and Registrations). Personally render medical services to patients in the district healthcare facilities and rotate through all services to patient in the Hospital and rotate through all service points. Participate in the commuted overtime in the hospital. Lead and participate in the undergraduate training programs of the department of family medicine and SMU. Initiate, participate and conduct high quality primary care researches and publications, to improve quality clinical services. Perform any other duties as may be determined by the HOD Family Medicine.

ENQUIRIES

: Prof. I Govender Tel: 012 521 5820/ 4313

APPLICATIONS

: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE

: 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. 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 and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. 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. 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. 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 check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 19 March 2023

POST 12/202

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016603 (X 1 POST)**

Directorate: ICU

SALARY

: R1 156 308.per annum (all inclusive)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist. Completion of Registrar time in Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology, or Medicine. Registration with HPCSA as a specialist in Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology or Medicine. Experience in Critical Care in an accredited Intensive Care unit recommended Completion of Colleges of Medicine specialist exam. Current specialist registration with the HPCSA. current HPCSA registration for April 2022/March 2023. Applicants currently employed by Provincial government health departments and have their HPCSA registration fees deducted on PERSAL to supply proof of registration for 2022/2023 and supply proof of 2023/2024 registration by July 2023 (Attach communication from HPCSA) A resuscitation course APLS (or PALS), ACLS, ATLS recommended. A valid driver's license. Experience in the public sector would be an advantage.

Competence/Knowledge/Skills: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit and other clinical departments. 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.

DUTIES

: Administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Co-ordinating logistics of ordering and obtaining equipment and pharmaceuticals 4Involvement in hospital committees and liaison with other departments within the hospital. Participate in the functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation. Provision of clinical support and outreach programs. 10.To participate, support and promote research relevant to Critical Care Medicine. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATION

: Prof Mathivha Tel: 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 or <http://professionaljobcentre.gpg.gov.za>.

NOTE

: No faxed applications will be considered. 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 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended 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 reserves 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

: 21 April 2023

<u>POST 12/203</u>	: <u>MEDICAL OFFICER: FAMILY MEDICINE REF NO: REFS/016657 (1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	: R858 528.per annum (All Inclusive package)
<u>CENTRE</u>	: Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	: Grade 1: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner. No experience required after registration as Medical Practitioner with the HPCSA in respect of South African qualified employees. Grade 2: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner. Grade 3: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	: Clinical assessment, history taking, mental status examination and physical examination of all patients, formulation, development and execution of management plans of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward/department admin in maintain ward records. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.
<u>APPLICATION</u>	: 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.
<u>NOTE</u>	: 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 . 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 and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. 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. 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. 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 check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>ENQUIRIES</u>	: Prof. I Govender Tel: 012 521 5820/ 4313
<u>CLOSING DATE</u>	: 19 March 2023
<u>POST 12/204</u>	: <u>DENTIST GRADE 1/2/3</u> Directorate: Maxillofacial and Oral Surgery
<u>SALARY</u>	: R833 340 per annum
<u>CENTRE</u>	: SMU Oral Health Centre
<u>REQUIREMENTS</u>	: Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 2-7 years appropriate experience as a Dentist after registration with the HPCSA, with interest in Maxillofacial and Oral Surgery. The candidate must have experience in teaching and training undergraduate students (Dentists, Dental Therapists and Oral Hygienists) in Maxillofacial and Oral Surgery.

DUTIES : The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre in the Maxillofacial and Oral Surgery Department and participate in the programme for SMU Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Minor Oral Surgery. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research.

ENQUIRIES FOR ATTENTION APPLICATIONS : Prof IT Munzhelele Tel No: +12- 521-4859
: Ms Pretty Rangoato
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE : 20 April 2023

POST 12/205 : **PHARMACIST GRADE 1 REF NO: REFS/016606 (X 1 POST)**
Directorate: Pharmacy

SALARY CENTRE REQUIREMENTS : R724 887.per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Bachelor of Pharmacy (B. Pharm Degree) or equivalent qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as Pharmacist. No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: One-year relevant experience after registration as Pharmacist 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).

DUTIES : The provision of pharmaceutical care for patients at the hospitals, including Oncology Admixing of Cytotoxic medicines and supporting chemotherapy for cancer patients. Evaluation of the patient medicine-related needs by determining the indication, safety, and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substance as prescribed according to hospital Standard Operating Procedures. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow up to ensure the patient's medicine-related needs are met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA). Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines. Stock Control and correct handling and storage medicines. Consulting with medical officers to ensure compliance to standard treatment guidelines and EML. Providing in-service training, promoting the rational and safe use of medicines, and monitoring availability of essential medicines. Supervising of pharmacist assistants and Interns. Promote Public health, quality priorities, and Batho Pele Principles. Ensure safekeeping of pharmaceuticals, implementing measures to prevent fruitless and wasteful expenditure. Deputize for the senior pharmacists. Be available for on call after hours services as scheduled. Perform all duties within the scope of practice of a pharmacist. Evaluate and manage staff performance and development within your area. Ensure that section 21 medicine procedures are adhered to by health professionals and schedule 5 and 6 drug registers are balanced and maintained Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment
Mr. S. Dikgang Tel No: (011) 933-8843/8797

ENQUIRIES :

<u>APPLICATIONS</u>	:	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 or http://professionaljobcentre.gpg.gov.za .
<u>NOTE</u>	:	No faxed applications will be considered. 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 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended 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 reserves 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.
<u>CLOSING DATE</u>	:	21 April 2023
<u>POS 12/206</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY UNIT): (PN-B3) – REF NO: REFS/016604 (X 1 POST)</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R588 378 per annum
<u>CENTRE</u>	:	chris hani baragwanath academic hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic nursing qualification, with a duration of at least 1 year in Diploma in Medical and Surgical Nursing: Operating Theatre accredited by SANC. At least 5 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality. A post basic qualification in Nursing Administration will be an added advantage. Competence/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework

Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

**ENQUIRIES
APPLICATIONS**

: Mr. NB Mulaudzi Tel No: (011) 933 0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE

: No faxed applications will be considered. 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 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended 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 reserves 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

: 21 April 2023

POST 12/207

: **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE REF NO: TDHS/A/2023/31**

**SALARY
CENTRE
REQUIREMENTS**

: R588 378.per annum
: Ekangala Clinic
: Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (3 to 5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.

DUTIES

: Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele

Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Use of technology to communicate (i.e., analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.

ENQUIRIES : Dr Moshime-Shabangu Tel No: 012 451 9004 during office hours only (08h00-16h00)
APPLICATIONS : Documents must be submitted to First Floor Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001

NOTE : No faxed applications will be considered. 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). 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 104 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 : 19 April 2023

POST 12/208 : **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING ADVANCE MIDWIFERY**
REF NO:TDHS/A/2023/33

SALARY : R400 644 – R464 466.per annum
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Grade 1: Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. Current (2023) SANC license to practice Computer literacy. Certificate in ESMOE training will be an added advantage.

DUTIES : Provide quality Maternal and Neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP (Perinatal problem identification programme) and EMTCT (Elimination of mother to child transmission of HIV) 118 guidelines. Promotion of MBFHI (Mother Baby Friendly Hospital Initiative). Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance to Ideal Hospital Realization Framework guideline, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection. To assist in planning/organizing and monitoring of the objectives of the specialized unit (Maternity unit) in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g., workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g., during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources, material resources and budget. Participation in training and research, Provision of Support to Nursing Services, to assist with the relief of 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, Maintain professional growth/ethical standards and self-development. Participate in preparation, attending maternal and morbidity meetings monthly. Provide in-service education in managing maternal and neonatal complications, including drills

ENQUIRIES : Mr Oupa Nama Tel. No: (012) 451 9265
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 or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit 1020
<u>NOTE</u>	:	No faxed applications will be considered. 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.
<u>CLOSING DATE</u>	:	19 April 2023
<u>POST 12/209</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (SPECIALITY) ADVANCE MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: ODI/20/03/2023/01 (X1 POST)</u>
<u>SALARY</u>	:	R400 644.per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification, with a duration of at least 1 year accredited with SANC in terms of Government notice no R212 in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nursing with SANC in General Nursing. Current registration with the SANC as a Professional Nurse.
<u>DUTIES</u>	:	Support the district commitment to reduce maternal morbidity and mortality. Provision of high quality, holistic antenatal, intrapartum, and post-natal care including neonatal care. Ensure nursing is provided within the scope of practice and legal framework. Implement obstetric priority programs, EMTCT, MBFI, ESMOE. Ensure safe pre-operative and post operative nursing practice to prevent maternal mortality including adherence to nursing principle of Infection Prevention and Control. Promotion of professionalism and adherence to nursing professional ethics. Rendering a holistic specialised nursing care to patients as a member of the multidisciplinary team. Maintain infection prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, patients, and other health professionals. Perform nursing administration and relieving the Operational Manager. Implement Ideal Hospital framework. Must be willing to workday and night duty / shift.
<u>ENQUIRIES</u>	:	MS. Ntsie EP, Tell: 012 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
<u>CLOSING DATE</u>	:	21 April 2023
<u>POST 12/210</u>	:	<u>DIETITIAN GRADE 1 REF NO: PWH/DIET/01/2023</u> Directorate: Dietetics
<u>SALARY</u>	:	R332 427 – R378 318 pr annum (Plus Benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) as Dietitian. Currently register registration with the Health Professions Council of South African (HPCSA) as Independent Practitioner Dietitian. Must have Completed Community Service as a Dietitian. Knowledge Requirements: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, planning and organizational skills, networking and liaison skills, basic Dietetic clinical skills, research skills, analytical skills and presentation skills:Computer literacy (MS Word, MS Excel),

ability to work as a member of a multidisciplinary team. Effective interpersonal skills, planning, organizational skills, and leadership qualities.

DUTIES

: Render effective patient centered Dietetics services for in- and out-patients in adherence to the scope of practice and health protocols. Assess and treat all patients within allocated clinical load. Carry out all delegated duties, including administrative duties. Implement and adhere to national, provincial, institutional and departmental policies, procedures, regulations, guidelines and SOPs. Participate in CPD activities. Work with colleagues and provide relief as and when the need arises. Work as part of a multidisciplinary team. Supervise and train Dietetic students. Train all relevant personnel. Undergo training and development programs for self-development, i.e., Contribute and participate in the professional development of self, colleagues and interdisciplinary team members. Participate in Performance Management and Development (PMDS). Attend relevant meetings. Utilize allocated financial and physical resources properly and efficiently. Participate in the implementation and monitoring of quality assurance standards, such as record keeping, statistics/data collection, assisting with budget control, asset management, etc. Communicate effectively with all stakeholders. Comply with standards and ethical requirements as set out by the HPCSA and the Public Sector Code of Conduct. Carry out duties as delegated to ensure quality patient care and excellent service delivery. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Mrs. S Ramabulana: Tel: 012 380 1252
: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West.0117.

NOTE

: Applications must be submitted on a new Z83 form obtainable from any public service department Website, Which must be completed in full with attached CV. Only Shortlisted candidate will be required to submit certified copies of documents.

CLOSING DATE

: 20 April 2023

POST 12/211

: **PHYSIOTHERAPIST REF NO: TDHS/A/2023/32**

**SALARY
CENTRE
REQUIREMENTS**

: R332 427 – R459 126.per annum
: Bronkhorstspruit Hospital
: National Senior Certificate. An appropriate tertiary qualification as a Physiotherapist, Registration certificate with HPCSA as a Physiotherapist: Independent Practice. Current registration with HPCSA as a Physiotherapist: Independent Practice (2023/2023receipt). Certificate of service endorsed by Human Resource Department. **Grade 1** Registration with HPCSA as a Physiotherapist. No experience required. **Grade 2:** Ten (10) years' experience after registration with HPCSA as a Physiotherapist. **Grade 3:** Twenty (20) years' experience after registration with HPCSA as a Physiotherapist. Knowledge, Skills, Attributes, and Abilities: Sound knowledge of Physiotherapy diagnostic & therapeutic procedures. Knowledge on use and care of equipment. Good knowledge on scope of practise, ethical codes & relevant legislation. Clinical reasoning and decision-making skills. Ability to work within a multidisciplinary team. Good organisation and time management skills. Excellent communication and interpersonal relations (Basic understanding and ability to speak a commonly spoken official language will be an addition advantage) Basic supervisory skills. Skills in management of patients with cerebral palsy/neurological conditions would be an advantage.

DUTIES

: Comprehensive assessment of all patients using correct diagnostic and therapeutic techniques. Development of appropriate treatment programme for patients. Provision of appropriate mobility and seating devices to patients. Recording of clinical findings and discussions of: National Senior Certificate. An appropriate tertiary qualification as a Physiotherapist, Registration certificate with HPCSA as a Physiotherapist: Independent Practice. Current registration with HPCSA as a Physiotherapist: Independent Practice (2023/2023receipt). Certificate of service endorsed by Human Resource Department. **Grade 1** Registration with HPCSA as a Physiotherapist. No experience required. **Grade 2:** Ten (10) years' experience after registration with HPCSA as a Physiotherapist. **Grade 3:** Twenty (20) years' experience after registration with HPCSA as a Physiotherapist. Knowledge, Skills, Attributes, and Abilities: Sound knowledge of Physiotherapy diagnostic & therapeutic procedures. Knowledge on use and care of equipment. Good knowledge on scope of practise, ethical codes & relevant legislation. Clinical reasoning and decision-making skills. Ability to work within a multidisciplinary team. Good

organisation and time management skills. Excellent communication and interpersonal relations (Basic understanding and ability to speak a commonly spoken official language will be an addition advantage) Basic supervisory skills. Skills in management of patients with cerebral palsy/neurological conditions would be an advantage. patients files. Practice holistic management of patients by referring to appropriate disciplines. Maintain statistics for clinical and non-clinical tasks. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor. Participate in Quality Improvement of the physiotherapy department and institution as requested. Involvement in monitoring and evaluation programmes of the physiotherapy department such as clinical and documentation audits, leave and attendance audits, NCS, ideal hospital assessment etc. Participate in regular performance management assessment. Participate in staff development activities e.g. CPD, in-service training, case presentations etc., Ensure safety and security of equipment and consumable resources of the department.

ENQUIRIES : Mr Oupa Nama Tel. No: (012) 451 9265
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 or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit 1020

NOTE : No faxed applications will be considered. 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 : 19 April 2023

POST 12/212 : **ICT SUPPORT TECHNICIAN REF: SMUICT/01/23**
 Directorate: Administration

SALARY : R269 214 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : National Senior Certificate/ Grade 12 and an appropriate 3-year tertiary qualification (NQF 6) in Information Technology with at least 2 years appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange). LAN Support (cabling and switches) and PABX knowledge. High level of computer literacy and sound knowledge of the Microsoft Office suite. Report writing skills and communication skills (verbal and written). Record keeping. Ability to apply technical/professional skills. Accept responsibility, work under pressure and independently. Ability to produce good quality of work. Adhere to working hours and if required after hours. Must be a team player, flexible reliable and self-motivated. Must have good interpersonal relations, planning and execution skills. Must have a valid driver's license.

DUTIES : Provide individual support and training to staff upon request. Maintain and update inventory of software, hardware, and resources. Creating User accounts. Provide telephonic support. Manage Anti-Virus protection and software installation, desktop, and printer management. Install, configure new computers and other IT equipment. Perform any other duty related to the post. Keep records and submit monthly reports. Support the PABX system. Ensure the smooth running of the computer throughout the Hospital. This entails diagnosing and resolving software and hardware problems. Installation and troubleshooting of Transversal system and HIS.LOGIS. Repair and upgrade different types of computers (software and hardware) and install and configure new computers including, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and ensure that all calls logged are resolved within the required times as per departmental ICT service standards

ENQUIRIES : Mr HH Hadebe Tel No: +12- 521- 4814/Dr DF Kotsane Tel No: +12- 521- 4881
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

FOR ATTENTION : Ms Pretty Rangoato

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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

CLOSING DATE : 20 April 2023

POST 12/213 : **EMPLOYEE HEALTH AND WELNESS PRACTITIONER REF: SMUEWP/01/23**
Directorate: Human Resource Department

SALARY : R269 214 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 and Degree or National Diploma in Social Sciences/Social Work/Psychology or relevant (equivalent) qualification as recognised by SAQA. Proof of current registration with the relevant statutory body. Three years functional experience in Employee Health and wellness field. A valid driver license. Skills and Competencies: Knowledge of relevant Public-Sector Policies and Acts. Sound knowledge of Employee Health and wellness Strategic Framework, HIV/AIDS policies, Sick leave management and PILLIR policy. Knowledge and experience in Counselling and trauma debriefing, People management skills, Problem solving and crisis management skills, verbal and written. Analytical thinking, Policy development skills, good communication skills. Time management, facilitation and presentation skills, Project planning and management. Excellent Report writing skills. Computer literary Good interpersonal skills.

DUTIES : Coordinate and promote Employee Health and Wellness Programmes and awareness sessions. Coordinate Psycho-social wellness through promotive, preventive, and curative programmes. Promote organisational wellness through employee support. Promote and support work-life balance. Conduct assessment, referrals counselling and intervention support to staff and maintain confidentiality. Develop and maintain partnerships with internal and external stakeholders. Analyse and manage data and other wellness information for reporting and produce reports thereof. Coordinate Health and Wellness events in the facility in line with the department's strategies and objectives. Conduct training for staff, supervisors, and Managers on their role on Employee Wellness and conduct marketing of EHWP. Monitor and evaluate EHWP in the facility. Assist champion Employee Value Proposition. Develop, Implement and maintain standard operating procedures on EHWP.

ENQUIRIES : Ms Pretty Rangoato Tel No: +12- 521- 4881
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

FOR ATTENTION : Ms Pretty Rangoato
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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

CLOSING DATE : 20 April 2023

POST 12/214 : **PROFESSIONAL NURSE (NIMART TRAINED) REF NO: ODI/20/03/2023/02 (X1 POST)**

SALARY : Grade 1: R268 584 – R311 361.per annum
Grade 2: R330 324 – R379 356.per annum
CENTRE : Odi District Hospital

<u>REQUIREMENTS</u>	:	Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Current registration with the SANC as a Professional Nurse. A Grade 1 (0-10 years), grade 2 (10-20 years) appropriate recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Must be NIMART trained and must have worked in an ART clinic for a minimum 2 years. Knowledge of HIV/AIDS, DR-TB and DS-TB, MMC guidelines and policies. Computer literate. Understanding and knowledge of DHIS web and Tier.Net software.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Ensure effective management of the HAST Programme. Monitor, validate and analyse data from DHIS web and Tier.Net software. Improve HIV and TB screening within the hospital. Participate in the planning and organize of world Aids Day, HIV/TB awareness campaigns to improved case detection and linkage to care. Coordinate monthly and quarterly reports for submission to Sub district and district. Validate, verify and analyse data prior to submission to the next level. Attend Sub district, District and Provincial meetings as required. Ensure teamwork and quality management in the HAST Programme. Support and guide nurses on both programme policies and guidelines. Promote quality nursing care as directed by the scope of practice and standards as determined by the relevant health facility. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Application of Batho Pele Principles. Our Values and I care for You, including Ideal Hospital realisation Framework.
<u>ENQUIRIES APPLICATIONS</u>	:	MS. Ntsie EP, Tel: 012 725 2312
<u>NOTE</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190. Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
<u>CLOSING DATE</u>	:	21 April 2023
<u>POST 12/215</u>	:	<u>PHARMACIST ASSISTANT POST BASIC REF NO: CHBAH 638 (X 1 POST)</u> Directorate: Pharmacy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R217 854 .per annum Chris Hani Baragwanath Academic Hospital (CHBAH) Qualification as a Post-Basic Pharmacist Assistant. Registration with the South African Pharmacy Council (SAPC) as a Qualified Post-Basic Pharmacist Assistant. Proof of current registration with SAPC. Competence/knowledge/skills: Sound verbal and written communication skills. Sound organisational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure, take initiative and work well in a team. Knowledge of public service legislation, policies, and procedures.
<u>DUTIES</u>	:	Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicines or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the re-packaging of medicines; Assist with the distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; Assist with the ordering of medicine and scheduled substances up to and including Schedule 7 according to an instruction of a person authorised in terms of the Medicines and Related Substances Act, 101 of 1965, To purchase or obtain such medicine or scheduled substances; The reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicine supplied; and the provision of information to individuals in order to promote health and safe use of medicine. Adhere

to Good pharmacy practice guidelines as published in the rules of the SAPC. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES
APPLICATIONS**

: Mr. S. Dikgang Tel No: (011) 933-8843/8797
: Applications can be hand delivered to The Director: Human Resources, 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.

NOTE

: Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. 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 of which one must be the 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 reserves 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

: 21 April 2023

POST 12/216

: **DENTAL ASSISTANT GRADE 2 REF NO: SMUDA01/23**
Directorate: Clinical Manager

**SALARY
CENTRE
REQUIREMENTS**

: R207 414 per annum
: SMU Oral Health Centre
: Grade 12 with a national certificate in dental assisting or equivalent qualification with prior experience. Registration with Health Professional Council of South Africa (HPCSA) as a Dental Assistant and proof of current registration. A minimum of 10 years appropriate experience as a dental assistant after obtaining appropriate qualification or prescribed in service training that allows for the required registration with HPCSA and experience in dental assisting supervisory role. Experience in academic environment. Able to perform routine dental assisting tasks. Good communication skills. Organizational skills, computer literacy and knowledge of Dental Practice Management. Ability to work in a team and under pressure. The incumbent must be self-motivated, and goal orientated.

DUTIES

: Provision of satisfactory client service. Ensure organisation and maintenance of administrative duties and record keeping including staff rosters. Practice and maintain infection control standards. Ensure and maintain general clinical ward activities. Adherence to quality assurance standards. Ordering of consumables as needed. Do inventory of dental instruments. Adhere to the health care waste management. Monitoring and management of dental assistant duties of all HR requirements and related duties. Participate in student teaching and training in the clinical environment. Orientation of student on the standard operating procedure in the clinical areas.

- ENQUIRIES APPLICATIONS** : Dr NA Mukhari-Baloyi Tel no: 012 521 3079/4801.
: quote the relevant post number. Direct applications must be delivered to Medunsa Oral Health Centre, Human resource department, Room S521, level 5 or posted to: Medunsa Oral Health Centre, Private Bag X 848, Medunsa, 0204. the institution reserves the right to not to make any appointment.
- NOTE** : Fully completed new Z83, obtainable from any public service department or on the internet at www.gov.za and a detailed Curriculum Vitae with minimum of at least three (3) referees. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 20 April 2023
- POST 12/217** : **LIBRARY ASSISTANT REF NO. SGL7/24/03/2023**
Directorate: Administration
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (plus benefits)
: GCON: SG Lourens Campus
: Grade 12 or equivalent certificate. A recognised Diploma in Library and information science. Two (2 years' experience in a Library environment and knowledge of LIBWIN and other Library Management Systems. Skills and Knowledge: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Planning and organising skills. Ability to work under pressure. Sound written and verbal communication. Computer literacy certificate in (Microsoft Word, Microsoft Excel). Good interpersonal and organisational skills and problem-solving skills. Ability to work independently with minimal supervision as well as part of a team. Must possess excellent interpersonal and communication skills to serve others. A general knowledge of the scope and variety of both printed and electronic information sources.
- DUTIES** : Support training and development of nursing students. Assist in registering library users and perform all the prescribed issue desk administrative tasks. Rendering library and information service to nursing students and lecturers with information searches on different online databases. Performing administrative tasks e.g., Statistics, library orientation, marketing, and advocate the library. Assist in stocktaking of library material and collection development. Assist the librarian in keeping a proper record of all library assets for asset management purposes. Assist with counter, phone, and email enquiries from library users. Register new users and maintain and update user profiles. Check in/out library materials to patrons. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library programmes and events. Assist library users with research materials and computer related information. Perform any task or duties which fall within the mission and vision of the Campus. Physical Requirements Candidate must be able to carry/lift heavy boxes of books bend low and reach high to shelve books, push a library cart.
- ENQUIRIES APPLICATIONS** : Ms ET Molopyane, Tel No (012) 319 5739
: Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpansberg Road & Theodrehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001.
- NOTE** : The application must be accompanied by a fully completed new Z83 form and a detailed Curriculum Vitae (CV). Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, practical examination on MS Word and Excel and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint.NB: Travelling and relocation costs will not be paid.
- CLOSING DATE** : 21 April 2023

POST 12/218 : **HANDYMAN REF: SMUHM/01/23**
 Directorate: Procurement

SALARY : R181 599 per annum (plus benefits)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 plus handyman Certificate or relevant qualification, proven experience in a mechanical workshop. A valid unexpired driver's licence C1. Knowledge of Occupational Health and Safety. Ability to solve problems. Ability to communicate effectively, 5-7 years' experience as a handyman in health environment

DUTIES : Carry out mechanical maintenance work in and around the institution. To ensure that all office appliances, hospital equipment is always properly fixed and function. Perform all carpentry work, plumbing and fixing of electric appliances. To carry out general inspection around the hospital to avoid casualties that may arise from sudden malfunctioning around the hospital. To attend to members of staff promptly when need arises.

ENQUIRIES : Mr B Makhubela Tel No: +12- 521- 4407
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

FOR ATTENTION : Ms Pretty Rangoato
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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE : 20 April 2023

POST 12/219 : **CLEANERS MUC/01/23**
 Directorate: Cleaning Department

SALARY : R107 196 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 with 1-2 years cleaning experience. Ability to effectively use cleaning machines and materials. Cleaning experience in Public Health Sector will be an added advantage.

DUTIES : Cleaning of interior and exterior surroundings of the building. Dust, wash walls and windows, sweep, scrub and polish floors. Household for all boardrooms. Operate cleaning machines. Maintenance (proper cleaning daily after use) of cleaning equipment's. Remove medical and general waste from generation area to storage areas. Safe keeping and control of cleaning equipment's. Be prepared to rotate to different areas within the institution that requires cleaning. Adhere to Occupational health and safety and Infection Control Policies. Perform any other duties delegated by the Supervisor.

ENQUIRIES : Ms Rose Matjila Tel No: +12- 521- 4924
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

FOR ATTENTION : Ms Pretty Rangoato
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, and a detailed Curriculum Vitae Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates

only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The EPWPs and administrative interns are encouraged to apply

CLOSING DATE

:

20 April 2023

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

APPLICATIONS

Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION

: Ms. S.S Ngcobo

CLOSING DATE

: 19 April 2023

NOTE

: Applicants must not submit copies/attachments/ proof /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.

OTHER POST**POST 12/220**: **ASSISTANT DIRECTOR: COURT WATCHING AND DOCKET AUDITING: REF. NO. CSL06/2023****SALARY**

: R491 403 per annum (level 10)

CENTRE

: 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, Telephone No. 033 - 3419300

DEPARTMENT OF HEALTH**OTHER POSTS****POST 12/221**: **HEAD CLINICAL UNIT (CARDIOLOGY) REF NO. GS 30/23**

Component: Department of Internal Medicine

SALARY

: R1 807 380.per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE

: Grey's Hospital- Pietermaritzburg

REQUIREMENTS

: Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Five years (5) post registration experience as a Specialist Physician NB! Only shortlisted candidates will be required to submit proof of all documents and Proof of current and previous work experience endorsed by your Human Resource section Recommendation: Experience in managing a Cardiology Knowledge, Skills and

Experience: Competent in interventional cardiology Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2 Clinical responsibility in the discipline of Cardiology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Cardiology Unit and Coronary Care Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Cardiology training in the PMB Metropolitan area under the auspices of the Department of Cardiology at the University of Kwazulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES

: Dr M Bizzarre Tel No: 033-897 3290

APPLICATIONS

: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION

: Mr K.B Goba

NOTE

: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE

: 21 April 2023

POST 12/222

: **HEAD CLINICAL UNIT GRADE 1 (HAEMATOLOGY) REF NO. GS 31/23**

Component: Department of Internal Medicine

SALAR

: R1 807 380. per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Haematology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Clinical Haematologist. Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male Recommendation: Experience in managing a Haematology unit Knowledge, Skills and Experience: Sound clinical Haematology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Haematology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Haematology services in Area 2 Clinical responsibility in the discipline of Haematology and Internal

Medicine with after hours participation (based on departmental operational need)
 Performance of clinical procedures related to haematological conditions Management
 Responsibilities: Development and support of Specialist Haematology Services in the
 Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and
 allied staff in the Haematology Unit Oversight and management of infrastructure,
 equipment and consumables in the Haematology Unit Liaison with Institutional
 Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary
 Drainage area. Liaison with the Head Clinical Department in Internal Medicine in
 Pietermaritzburg and Head of Haematology at the University of KwaZulu Natal.
 Participation in and support of administrative and clinical governance activities in the
 PMB Departments of Haematology and Medicine Training and Research
 Responsibilities Support of Staff Training including subspecialty Haematology training
 in the PMB Metropolitan area under the auspices of the Department of Haematology at
 the University of Kwazulu Natal Participation in and support of the Medical
 Undergraduate and Postgraduate Training Programs in the PMB Departments of
 Haematology and Internal Medicine Participation in and support of clinical research and
 quality control activities in the PMB Departments of Haematology and Medicine

**ENQUIRIES
 APPLICATIONS**

: Dr M Bizzarre Tel No: 033-897 3290
 : Applications to be forwarded to: The Human Resources Management Office, Greys
 Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
 NOTE**

: Mr K.B Goba
 : Directions to Candidates: Applicants are not required to submit copies of qualifications
 and other relevant documents on application but must submit the new Z83 form and a
 detailed curriculum vitae only. This Department is an equal opportunity, affirmative
 action employer, whose aim is to promote representivity in all occupational categories
 in the department.

CLOSING DATE

: 21 April 2023

POST 12/223

: **HEAD CLINICAL UNIT GRADE 1 (PULMONOLOGY) REF NO. GS 32/23**
 Component: Department of Internal Medicine

SALARY

: R1 807 380.per annum (All-inclusive package), consists of 70% basic salary and 30%
 flexible portion that may be structured in terms of the applicable rules, Plus Commuted
 overtime which is based on Departmental operational needs. Employee must sign the
 commuted overtime contract form annually

**CENTRE
 REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
 : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered
 HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician)
 Certificate in Pulmonology (SA) or equivalent qualification (if not trained in South Africa)
 Current Registration with the Health Professions Council of South Africa as a
 Cardiologist Five years (5) post registration experience as a Specialist Physician (Only
 shortlisted candidates will be required to submit proof of all documents)The Employment
 Equity Target For This Post Is: African Male, African Female, Coloured Male
 Recommendation: Experience in managing a Pulmonology unit Knowledge, Skills and
 Experience: Sound clinical Haematology and patient management skills A working
 knowledge of human resource management; information management; quality
 assurance programs; current health and public service legislation, regulations and
 policy; medical ethics; financial management. Teaching and research experience

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in
 Tertiary Pulmonology Services (both In-patient and Out-patient) in the Pietermaritzburg
 Metropolitan Area including Outreach Programs and development of Haematology
 services in Area 2 Clinical responsibility in the discipline of Pulmonology and Internal
 Medicine with afterhours participation (based on departmental operational need)
 Performance of clinical procedures generally done by Pulmonologists. Management
 Responsibilities: Development and support of Specialist Pulmonology Services in the
 Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and
 allied staff in the Pulmonology Unit Oversight and management of infrastructure,
 equipment and consumables in the Pulmonology Unit Liaison with Institutional
 Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary
 Drainage area. Liaison with the Head Clinical Department in Internal Medicine in
 Pietermaritzburg and Head of Pulmonology at the University of KwaZulu
 Natal.Participation in and support of administrative and clinical governance activities in
 the PMB Departments of Pulmonology and Medicine Training and Research
 Responsibilities Support of Staff Training including subspecialty Pulmonology training in
 the PMB Metropolitan area under the auspices of the Department of Pulmonology at the
 University of Kwazulu Natal Participation in and support of the Medical Undergraduate
 and Postgraduate Training Programs in the PMB Departments of Pulmonology and

Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Pulmonology and Medicine

**ENQUIRIES
APPLICATIONS**

: Dr M Bizzarre Tel No: 033-897 3290
: Applications to be forwarded to: The Human Resources Management Office, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications
and other relevant documents on application but must submit the new Z83 form and a
detailed curriculum vitae only. This Department is an equal opportunity, affirmative
action employer, whose aim is to promote representivity in all occupational categories
in the department.

CLOSING DATE

: 21 April 2023

POST 12/224

: **MEDICAL OFFICER GRADE 1, 2, 3 REF NO. GS 27/23**
Component: Obstetrics and Gynaecology Department

SALARY

: Grade 1: R858 528.per annum
Grade 2: R981 639.per annum
Grade 3: R1 139 217.per annum All-inclusive package consists of 70% basic salary and
30% flexible portion that may be structured in terms of the applicable rules, Plus
Commuted Overtime

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Senior Certificate or Equivalent MBCHB Degree Plus Current registration with the Health
Professions Council of South Africa as a Medical Practitioner Appropriate clinical
experience depending on the grade for which you are applying (see below) Post
community service experience in Obstetrics and Gynecology will be an added
advantage NB! Only shortlisted candidates will be required to submit proof of all
documents and Certificate of Service endorsed by Human Resources. **Grade 1:**
Experience: Not Applicable. Foreign qualified candidates require 1 year relevant
experience after registration as a Medical Practitioner with a recognized Foreign Health
Professional Council, of whom it is not required to perform Community Service, as
required in South Africa **Grade 2:** Experience: 5 years appropriate experience as a
Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign
candidates require 6 years relevant experience after registration with a recognized
Foreign Health Professional Council, of whom it is not required to perform Community
Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA
as a Medical Practitioner. Foreign qualified candidates require 11 years relevant
experience after registration as Medical Practitioner with a recognized foreign health
professional council in respect of foreign qualified employees of whom it is not required
performing community service as required in South Africa. The Employment Equity
Target For This Post Is: African Male, African Female, Coloured Male Knowledge, Skills
and Experience: Sound knowledge of general medicine and in the discipline of
Obstetrics and Gynaecology Ability to deal with medical and obstetrical/gynaecology
emergencies Sound knowledge of the PMTCT programme as determined by national
guidelines and policies Sound knowledge of medical ethics Sound knowledge of
legislation relating to the practice of Obstetrics and Gynaecology in South Africa, such
as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc.
Ability to perform termination of pregnancy will be an added advantage. Good
communication, team building and motivation skills Basic computer literacy

DUTIES

: The incumbent will be required to rotate between the Grey's / Northdale Hospitals
Woman's Health Complex for a stipulated period e.g. three (3) months at a time To
provide holistic medical care to patients seeking medical attention at the institutions To
be able to assess, manage and follow up patients according to departmental policies To
ensure the provision of safe, ethical and high quality medical care To be able to
contribute to the realization of the departmental strategic goals. Manage medical and
obstetrical/gynaecological emergencies to participate in after-hours obstetrics and
gynaecology service as per call roster, this is essential To participate in Monitoring &
Evaluation programme with relation to patient care delivery Assist with the supervision
and support of junior medical officers, CSOs and interns in the department. Provide
Outreach assistance as may be required under the supervision of the Metropolitan Head
of Obstetrics and Gynaecology Impart surgical skills to Medical Officers and interns in
the Department Accept responsibility for continuous professional development to keep
up to date with new developments in the field of Obstetrics and Gynaecology Participate
in the departmental academic programmes and meetings

**ENQUIRIES
APPLICATIONS**

: Prof Td Naidoo Tel No. 033 897 3292
: Applications to be forwarded to: The Human Resources Management Office, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/225 : **DEPUTY DIRECTOR: FINANCE REF NO: UMZIN/06/2023 (1 POST)**
Component Finance Management Directorate

SALARY CENTRE REQUIREMENTS : R766 584.per annum (Level 11) (All –Inclusive Package)
: Umzinyathi Health District Office
: Senior Certificate (Grade 12) Bachelor's Degree / Advance Diploma (NQF Level 7) in Finance or Accounting.3-5 years management experience in finance. Valid Driver's License (Minimum code EB) Knowledge, Skills, Training And Competencies Required Good knowledge of Public Finance Management Act ,Supply Chain Management Framework Division of Revenue Act ,National Tertiary Services Grant Framework ,Treasury Regulations Solid experience in budgeting , financial planning & analysis , asset management, Vulindlela and Basic Accounting System (BAS) Have ability to perform independently and under pressure as well as report writing & presentation at short notice Skills: Decision –making , Problem solving, good Communication, Advance proficiency in Microsoft Excell with excellent quantitative & Analytical skills Attributes : Strong leadership, innovation , concern for excellence, drive and enthusiasm Ability to handle sensitive financial information in strictest confidence Knowledge in budgeting, financial planning and analysis.

DUTIES : Key Performance Areas: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans Ensure the effective management of budgetary and expenditure control functions for a District Take effective and appropriate steps to ensure maximum collection of revenue due to District Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District Perform Employee Performance Management and Development(EPMDs)of staff as required Ensure appropriate management and utilisation of resources allocated to the component. Regulations /procedures and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist Managers and clinical staff within the institution to implement central cost structures i.e cost centres. Actively assist Managers with budgetary control and the management of budget variances. Ensure compliance with Risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

ENQUIRIES APPLICATIONS : Ms. JY Dube Tel No: 034-2999100
: Should be forwarded to Private Bag x 2052 Dundee 3000 OR Hand Deliver to: 34 Wilson Street Dundee3000 Attention: Human Resource Practices NB Please Note That Due To Financial Constraints, There Will Be No Payment Of S & T And Resettlement Claims.

CLOSING DATE : 20 April 2023.

POST 12/226 : **DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: UMZIN/07/2023 (1 POST)**
Component: Planning, Monitoring & Evaluation

SALARY CENTRE REQUIREMENTS : R766 584.per annum (Level 11) (All –Inclusive Package)
: Umzinyathi Health District Office
: Senior Certificate (Grade 12) National Diploma or B Degree in Human or Health Sciences 3 years appropriate managerial experience in service Delivery and Resource Planning.Computer Literacy: MS Office Software Applications.A valid Code B or EB drivers License. Knowledge, Skills, Training and Competencies Required Ability to programme and project manage a wide range of diverse activities. Strong interpersonal and communication skills. Ability to find innovative solutions and take independent decisions within the scope of delegated powers. Aptitude for Resource Management processes (Financial, Supply Chain and Human Resource Management

practices).Ability to understand the impact of inputs received from stakeholders and to translate these into strategic and service transformation objectives. Ability to prioritize issues and other work related matters and to comply with time frames set as part of the planning and reporting agenda of the Department. Understanding of data and information management processes the critical need for reliable district health information. Understanding of the challenges facing the public health sector.

DUTIES

: Key Performance Areas: Oversee the coordination, integration and development of inputs into the District Health plan to ensure that the final plan is in line with the Strategic and Service Transformation plan of the Department and other policy directives. Ensure development of the District Infrastructure Development Plan, the implementation and monitoring thereof as well as the provisioning of technical support to institutions. Ensure the timely development of District Resource Plan (HR Plan, Budget, Procurement Plan, etc.) Facilitate implantation, monitor, evaluate and report thereof inclusive of provisioning of technical support to institutions regarding the application of the transversal Human Resource, Supply Chain, Financial and risk Management Systems. Manage the utilization of resources allocated to the Section inclusive of the development of staff. Monitor, evaluate, provide early warning and report on the implementation of the Annual District Service Delivery Plan, the performance of corporate and other governance systems within institutions (inclusive of compliance with Health and Occupational Safety Regulation) and initiate corrective action. Ensure the development, implementation and maintenance of reliable District Health information Systems in line with departmental policy and system imperatives.

ENQUIRIES

: Ms. JY Dube Tel: 034-2999100

APPLICATIONS

: Should be forwarded to: Private Bag x 2052 Dundee 3000 OR Hand Deliver to: 34

NOTE

: NB: Please Note That Due To Financial Constraints, There Will Be No Payment Of S & T And Resettlement Claims.

CLOSING DATE

: 20 April 2023.

POST 12/227

: **ASSISTANT MANAGER NURSING (MEDICAL AND SURGICAL WARDS), REF NO. ITSH09/2023**

SALARY

: R588 378.per annum, Benefits: 13th Cheque, Medical Aid optional) Homeowner Allowance (Employee Must meet prescribed requirements) Plus 12% Rural Allowance.

CENTRE

: Itshelejuba Hospital,

REQUIREMENTS

: Matric certificate/Grade 12,Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery, Minimum of eight (08) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery, At least three (3) years of the period referred above must be appropriate/recognizable experience at management level,Proof of current registration with SANC (2023 receipt) Recommendations: Qualification in Nursing Administration, A valid driver's license, Computer literacy.Knowledge, Skills, Training And Competencies Required:Knowledge of South African Nursing Council (SANC) rules and regulations,Decision making and problem solving skills, Conflict Management and negotiation skills, 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 nursing team, Leadership, organizational, decision making and problem solving skills, Report writing skills, and time management skills, Good communication, interpersonal relations, counseling and conflict management skills, Ability to formulate patient care related policies, Knowledge of Public Service Policies, Acts and Regulation, Knowledge on HIV/AIDS plus TB programs.

DUTIES

: Key Performance Areas: Ensure co-ordination of various clinical and support services that so that functions are performed within a multi-disciplinary approach to allow for total patient care, Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources, Formulate and monitor operational plan which is online with the strategic plan of the hospital and department, Assist in the implementation of priority programs e.g. National Core Standards, Monitor and maintain standards set by accreditation bodies, Formulate programs and projects and ensure implementation thereof, Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution, Monitor and maintain standards set by the accreditation bodies, Evaluate patients care programs from time to time and make proposals for improvement that is supported by strong work ethics, Ensure effective and efficient utilization of all resources allocated to in the unit, Ensure implementation and maintenance of clinical competencies and to ensure that

scientific principles of nursing processes are maintained, Provide expert advices concerning clinical management of patients

**ENQUIRIES
APPLICATIONS**

: All enquiries should be directed to Ms. JN Mthenjane contact details: 034-4134000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office

NOTE

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 21 April 2023

POST 12/228

: **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION CONTROL)**
REF NO: EDU 12/2023
Component: Monitoring and Evaluation

SALARY

: R464 466 - R522 756.per annum (Level 9) Other Benefits: Medical Aid (Optional), Housing Allowance - Employee must meet prescribed requirements, 13th Cheque, and 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Edumbe Community Health Centre
: Diploma / Degree in General Nursing Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Current SANC receipt. Valid driver's licence. Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Recommendations: Computer literacy Knowledge, Skills, Training And Competencies Required: Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal communication and presentation skills. Leadership, Organization, Problem solving and decision making skills. Presentation skills.

DUTIES

: Key Performance Areas: Develop and implement an Infection Prevention and Control Plan for the institution. Identify Infection control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standard operating procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee. Provide effective and efficient Infection Prevention and Control Services in the institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a clinical governance champion in the facility, ensuring effective clinical risk management system. Identify and report all Hospital Acquired Infections. Visit the departments within the institution to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that Infection Prevention and Control as well as Antibiotic Stewardship committees are in place and functional. Promote infection prevention culture within the institution by conducting relevant workshops, audits, meetings and awareness. Provide advice on various aspects of infection prevention and control, relevant policies to management. Visit the departments within the institution to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that Infection Prevention

and Control as well as Antibiotic Stewardship committees are in place and functional. Provide advice and training to all categories of staff.

**ENQUIRIES
APPLICATIONS**

: Ms MZP Mdhuli Tel: (034) 995 8500 EXT 8572
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location , Paulpietersburg, 3180, HR office No: 46

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 (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.

CLOSING DATE

: 21 April 2023

POST 12/229

: **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: SIV CNP 03//2022 (X1 POST)**

SALARY

: Grade 1: R425 061 - R464 466 per annum
Grade 2: R492 756.per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: Sivananda Clinic
: Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

DUTIES

: Key Performance Areas: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to

develop a sense of self care. Ensure that Batho-pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies

**ENQUIRIES
APPLICATIONS**

: Mrs. TL Ncube (OM) Tel No 031-519 0455
: Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix 4080.

NOTE

: 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: African Males are encouraged to apply.

CLOSING DATE

: 21 April 2023

POST 12/230

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 01/2023 (1 POST)**
(Re-Advertisement)

SALARY

: Grade 1: R400 644. – R464 466.per annum
Grade 2: R492 756 – R606 0420.per annum Primary Health Care Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements .Inhospitable Allowance: 8%

**CENTRE
REQUIREMENTS**

: Thembalihle Clinic
: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Experience: minimum of 14 years appropriate /recognisable experience in nursing after Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training And Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Key Performance Areas: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the

PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs T.P. Magudulela: Tel (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference Will Be Given To African Male
 19 APRIL 2023

CLOSING DATE

:

POST 12/231

: **CLINICAL NURSE PRACTITIONER REF NPO: EDU 13/2023 (X2 POSTS)**
 Component: Hartland Clinic

SALARY

: Grade 1: R400 644 – R464 466.per annum
 Grade 2: R492 756 – R606 042.per annum (Level 9) Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Edumbe Community Health Centre
 : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training And Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

: Key Performance Areas: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage

own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES
APPLICATIONS**

: Mrs LT Msibi Tel (034) 995 8500 EXT 8528
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, PAULPIETERSBURG, 3180 or be hand delivered at 463 eDumbe Main Street Location , Paulpietersburg, 3180, HR office No: 46

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 (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.

CLOSING DATE

: 21 April 2023

POST 12/232

: **ASSISTANT DIRECTOR: SCM REF NO: ZUL/SUPPL3/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R393 711.per annum. (Level9)
: Zululand Health District office, Ulundi
: Senior Certificate (Grade 12). Degree/ National Diploma in supply Chain Management / Financial Management/ Financial Accounting/Business Administration/ Public Administration/ Management.3-5 years supervisory experience in Supply Chain Management. Proof of current and previous work experience endorsed by Human Resource Management. A valid driver's license. Computer literacy; MS Office Software applications. Skills: Possess in-depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Ability to work under pressure and meet the required deadlines. Have the ability to analyse complex information and produce report. High level of accuracy is required. Have planning, organizing, analytical thinking and presentation skills. Writing and verbal communication skills. Be computer literate with a proficiency in MS Office applications.

DUTIES

: Manage the development and implementation of Procurement Plan for the District Office Responsibilities which include EMS and Forensic Mortuaries based to the Annual Performance Plan. Manage timeous and precise acquisition of goods & services inclusive of quotations and adjudication of activities for the Zululand District Office responsibilities. Analyse the requirements of Program Managers and District Office components in order to prepare and implement the annual District Office Procurement Plan. Manage the logistical aspects of ordering, receipt and authorisation of invoices for goods rendered to District Office responsibilities. Oversee the effective management of assets including warehouse, stock and equipment utilisation and disposal where necessary. Identify SCM risks at the District Office Responsibilities and Implement appropriate mitigation mechanism. Provide support to the entire District on SCM and play the role of being the District SCM Champion. Provide inputs on Annual Improvement Plan, ensure implementation and encourage compliance to Auditor - General requirements. Ensure compliance with the Departmental SCM Policy

Framework, Practice Notes and Treasury Regulations. Management of all SCM components at the District Office, effective, efficient and economically of allocated resources allocated to the component. Consult with stakeholders and identify shortcomings in policies and legislation. Prepare and analyse monthly reports related to Supply Chain Management and make presentations to Cash-flow Committee before submission to Head Office. Advise Cash-flow and Quotation Award Committees on SCM issues for informative decisions. Development and management of Personnel in your component.

ENQUIRIES : Mr SS Buthelezi: Tel 035- 8740600
APPLICATIONS : KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, 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 : 21 April 2023

POST 12/233 : **CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO. GS 35/23**
 Component: Pulmonology Departement

SALARY : Grade 1: R332 427.per annum
 Grade 2: R389 754.per annum
 Grade 3: R459 126.per annum Plus 13th cheque, Medical Aid– Optional & Housing Allowance: Employee must meet prescribed requirements

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : Senior Certificate or Equivalent. National Diploma Clinical Technology Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Critical Care (Independent practice) NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.
Grade 1:None after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees 1 Year relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care)in respect of SA qualified employees Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The Employment Equity Target For This Post Is: African Male Knowledge, Skills and Experience: Computer Literate Good

communication skills, problem-solving skills and excellent ethic. Comprehensive knowledge of pulmonary function tests and equipment. Numeric literacy and administrative ability to assist with procurement of consumables and management of audit/ research processes. The ability to teach and supervise junior staff. Strong communication and interpersonal skills. The resilience to work in a busy high stress environment.

DUTIES : To provide a professional clinical technology service according to ATS/ERS guidelines and unit policies and procedures. To support and confirm diagnostic and therapeutic procedures on patients using specialized equipment and techniques. Calibration and quality control procedures of the specialized equipment. Follow batho pele principles and current public health service legislation, regulations and policies. Assist with clinical training of students and registrars rotating through the department. To actively participate in research projects of the department, including off-site and mobile spirometry.

ENQUIRIES : DR KT Naidoo Tel No.: 033 897 3152
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mr K.B Goba
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/234 : **ARTISAN FOREMAN, , REF NO: ITSH 10/2023**

SALARY : R318 090.per annum, other benefits: 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirements)

CENTRE : Itshelejuba Hospital
REQUIREMENTS : Matric Certificate (Grade 12) /N3, Trade test certificate, Five years post qualification experience as an artisan, Valid Driver's License Knowledge, Skills, Training And Competencies Required: Computer literacy-aided technical applications, Technical design, consulting report writing and analysis knowledge including compiling specifications, Health and Safety Act and safety standards, Good verbal and written communications skills, Interpersonal, Planning and organising skills, Ability to work under pressure, Project change and financial management, Knowledge of legal compliance

DUTIES : Key Performance Areas: The Artisan Foreman shall be directly responsible for supervision of staff in the maintenance section, The officer shall be responsible for ensuring day to day maintenance that is carried out on all buildings, plan and machines, Ensuring that proper training is given to staff in carrying out these duties under his/her control, Supervising and ensuring that job cards are issued in accordance with the maintenance procedures, Controlling job card register, Responsible for checking of the annual work program schedule and compiling of maintenance and work budget, To assist Chief Artisan or engineer in preparation of briefs, schedule of work to be done, To ensure that regular inspections are undertaken of the institution's plant and building of relevant contractual works, To ensure that spot checks are carried out on essential equipment such as fire protection equipment, electrical appliances, kitchen equipment and his/her staff, To be responsible for daily checking of attendance register, Attending management,clinics,works meetings affecting under his/her control, Attending all maintenance matters and to ensure the smooth running of the hospital and clinics, Responsible for the maintenance budget, ensuring that all maintenance expenditure is approved, Responsible in accordance with the terms and condition of the Occupational Health and Safety Act and Regulations.

ENQUIRIES : All enquiries should be directed to Mr.NT Mahlobo, contact details: 034-4134000
APPLICATIONS : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office

NOTE : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference

number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 21 April 2023

POST 12/235 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO. GS 33/23 (X 3 POSTS)**
Component: Supply Chain Management Department

SALARY : R269 214.per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement)

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Grade 12 or Equivalent 3-5 Clerical/Administrative experience within Supply Chain Management Component. Recommendation: Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel Code 8/10 driver's license NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Recommendation: Experience in managing a Haematology unit Knowledge, Skills and Experience: Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts Good verbal and written communication skills Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation Sound knowledge of Warehouse/Logistic Management Ability to work under pressure and team player Good Organizational, planning, and team building skills Ability to uphold confidentiality Ability to plan, organize and meet deadlines

DUTIES : Supervise Acquisition Management, Logistic Management and other SCM delegated to supervise. Ensure that invitation of quotation is conducted as per SCM delegations and SOPs. Ensure that quotations are evaluated and awarded as per KZN-DOH SCM process. Compile SCM reports and ensure that it is submitted on time. Ensure compliance with Department Norms and Standards. Ensure that all documents received for order issuing are verified in terms of correctness and compliance. Ensure that orders are issued on time and forwarded to relevant service provider. Ensure that payments are done within 30 w/d. Monitor SCM registers. Supervise warehouse management. Manage leave and absenteeism in accordance with Human Resource policies. Manage conflict and grievances in an efficient and unbiased manner. Supervise asset & Disposal management. Be rotate to all SCM section. Monitor staff performance through EPMDS.

ENQUIRIES APPLICATIONS : Mrs B. Malwanda Tel No: 033 897 3769
Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr K.B Goba
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/236 : **FINANCE CLERK SUPERVISOR REF NO. GS 34/23**
Component: Revenue Department

SALARY : R269 214.per annum, plus 13th cheque, medical aid (optional), home owners allowance (employee must meet prescribed requirement)

CENTRE REQUIREMENTS : Grey's Hospital- Pietermaritzburg
Grade 12 or Equivalent 3-5 Clerical/Administrative experience within Finance/Revenue Component. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Good knowledge of Public Finance Management Act and other related prescripts in respect to revenue. Interpersonal and problem-solving skills. Good organizational and planning skills with the ability to make independent and informed decisions. Good knowledge of departmental transversal system especially BAS. Ability

to be a team member and be able to meet deadlines. Knowledge of MS office software applications.

DUTIES

: Ensure effective management of patients accounts. Ensure that medical aid accounts are paid timeously. Handling of statutory accounts and ensuring accuracy of WCA, correctional services, SAPS forms Maximizing revenue. Develop, implement and monitor measures designed to optimize the payment of accounts and collection of fees, Asses and monitor the performance of Revenue staff as per EPMDS requirements. Prepare, analyze and present revenue reports to cash flow meetings. Reconciliation of petty cash and other revenue. Ensure daily capturing and authorizing of receipts on BAS Consolidate monthly, quarterly and annual financial reports. Manage leave and absenteeism in accordance with Human Resource policies. Manage conflict and grievances in an efficient and unbiased manner. Supervise Revenue management. Monitor staff performance through EPMDS.

ENQUIRIES

: Mr B.L. Buthelezi Tel No: 033 897 3309

APPLICATIONS

: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION

: Mr K.B Goba

NOTE

: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE

: 21 April 2023

POST 12/237

: **ADMINISTRATION CLERK SUPERVISOR (GENERAL) REF NO. GS 26/23**

Component: Patient Administration Department

SALARY

: R269 214.per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement

CENTRE

: Grey's Hospital- Pietermaritzburg

REQUIREMENTS

: Grade 12 or Equivalent 3-5 Clerical/Administrative experience in Patient Records Administration of a Health facility.NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Knowledge of legislative prescripts governing the Public Service e.g. Treasury Regulations, Archives Act, Labour Relations Act, Hospital Fees Manual, Practice Notes and any other related acts.Knowledge of Uniform Patient Fees Schedule and ICD 10 coding.Strong leadership qualities, good decision making, communication skills and problem solving skills.Excellent customer care and interpersonal and team building skills.Ability to work under pressure and meet deadlines.Computer literacy Knowledge and ability to handle cash register machine.Must be driven, courteous and enthusiastic and demonstrate high level of efficiency. Must be able to promote, practice and maintain confidentiality. Must display high level of planning and organizational skills.

DUTIES

: Supervise the provision of a 24 hour Patient Administration service. Supervise the registration process of new patients, servicing repeat patients, admission and discharge of all in patients. Ensure effective, efficient and economical utilization of resources allocated to patient administration and including development of staff. Provide adequate mechanisms for safe and efficient maintenance of patients' medical records and other relevant records as per record management prescript. Supervise and maintain an efficient filing system. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures designed to optimize the collection of fees from patients and medical schemes and other statutory bodies. Develop, implement and monitor measures aimed at reducing waiting times in patient administration. Monitor and assess staff performance as per Key Performance Areas outlined on EPMDS and job description. Manage leave and absenteeism in accordance with Human Resource policies. Uphold Principles of Batho-Pele. Manage conflict and grievances in an efficient and unbiased manner. To ensure submission of correct, accurate and valid reports. Ensure proper management of MVA patient files. Supervise and assist in mortuary related duties after hours, weekends and public holidays. Compilation and submission of monthly statistics. Receive investigate and resolve all complains promptly and efficiently and provide the necessary feedback to all the relevant role players. Ensure reassessment of patients is done correctly, accurately and timeously in order to increase revenue collection.

ENQUIRIES

: Ms PMN Dlamini Tel No: 033 897 3286

APPLICATIONS

: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/238 : **ADMINISTRATION CLERK SUPERVISOR (AUXILIARY SERVICES) REF NO. GS 29/23**
Component: Systems Department

SALARY : R269 214.per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement)

CENTRE REQUIREMENTS : Grey's Hospital- Pietermaritzburg
: Grade 12 or Equivalent 3-5 Clerical/Administrative experience in the systems environment. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Human Right Act Labour Relations Act Skills Development Act Public Service Act Public Service Regulations Employment equity Act Public Finance Act Basic conditions of Employment Act Promotion of access of information Act Knowledge of security management act Ability to deal with contractors. Batho Pele South African constitution Bill of rights Knowledge of hygiene requirement Promotion of Access of Information Act Further education and training. Promotion of Administrative Justice Human resource management Planning and organizing Good verbal and written communication skills Self-discipline and ability to work under pressure with minimum supervision. Interpersonal relations.

DUTIES : Assess performance requirements and delivery schedules to ensure that cleaning services rendered by external service providers are in line with service level standard. Monitor progress constantly by inspecting wards, offices and premises and provide feedback to the manager on service standards. Put policies in place that will ensure control of all resources allocated to the unit. Exercise control of the entire general administration services including staff residences. Identify service deficiencies and hazards e.g. loose flooring and report to the management. Attend to complaints regarding hygiene, investigate and resolve problems. Compile reports.

ENQUIRIES APPLICATIONS : Ms BR Dlamini Tel No: 033 897 3084
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/239 : **REGISTRY CLERK SUPERVISOR REF NO. GS 25/23**
Component: Systems Department

SALARY : R269 214.per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement)

CENTRE REQUIREMENTS : Grey's Hospital- Pietermaritzburg
: Grade 12 or Equivalent 3-5 Clerical/Administrative experience in registry environment.NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Human Right Act Labour Relations Act Skills Development Act Public Service Act Public Service Regulations Employment equity Act Public Finance Act Basic conditions of Employment Act Promotion of access of information Act Batho Pele Planning and organizing Good verbal and written communication skills Flexibility Team work Ability to perform routine tasks.

DUTIES : Supervise and provide registry counter services. Supervise and handling of incoming and outgoing correspondences Supervise and render effective filing and record management service. Supervise the operation and operate office machine in relation to the registry function. Supervise the processing and process documents for archiving and

disposal. Manage leave and absenteeism in accordance with Human Resource policies.
Manage conflict and grievances in an efficient and unbiased manner.

ENQUIRIES
APPLICATIONS

: Ms B.R. Dlamini Tel No. 033 897 3084
: Applications to be forwarded to: The Human Resources Management Office, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION
NOTE

: Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications
and other relevant documents on application but must submit the new Z83 form and a
detailed curriculum vitae only. This Department is an equal opportunity, affirmative
action employer, whose aim is to promote representivity in all occupational categories
in the department.

CLOSING DATE

: 21 April 2023

**PROVINCIAL ADMINISTRATION: NORTHWEST PROVINCE
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

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

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 19 April 2023
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and 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). DPSA Circular 19 of 2022 on Part E,F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 12/240** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 2023ACSR79/NW**
(This is a re-advert and people that previously applied are encouraged to apply)
- SALARY** : R533 760 - R1 140 828 per annum. (Salary Determined in line with OSD Regulations, by number of years and appropriate post qualification legal experience)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Four-year degree in Law (LLB/B. Proc). At least 8 years' legal services experience (OSD). Admitted as an Attorney/Advocate. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Promotion of Administration Justice Act (PAJA), Promotion of Administration Information Act (PAIA), Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Unemployment Insurance Contributions Act (UICA), Unemployment Insurance Act (UIA), Labour Relations Act (LRA), Litigation Procedures. Skills: Communication, Listening, Time management, Report writing, Planning and organising, Liaison, Diplomacy, Policy Development, Networking, Interviewing, Financial management, Project management, Strategic management, Negotiation. Skills Required: Sound organising and planning, computer literacy, creativity, basic project management, good communication, presentation and reporting, good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to

deadlines are essential, leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. Candidates must be in possession of a valid driver's license, which must be attached to the application and be able to travel.

DUTIES : Manage Litigation Matters. Determine liability on losses and damages to state property. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the department with the legislative framework relating to its core business and adherence to the rules of court. Attend to matters related to the determination of liability of officials who have caused losses/damages to state property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to state property. Provide legal support and legal advice on the interpretation of legislation and the Promotion of Access to Information Act (PAIA) or the Promotion of Administrative Justice Act (PAJA) in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants.

ENQUIRIES : Mr T Mpuisang, Tel. (018) 388 2739

POST 12/241 : **ASSISTANT DIRECTOR: REVENUE AND TRANSFER PAYMENT REF. NO: 2023ACSR80/NW/**
(Budget Management Directorate)

SALARY CENTRE REQUIREMENTS : R393 711 per annum (level 09)
: Head Office, Mmabatho
: A Three year National Diploma /Degree in Financial Accounting/ Financial Management or equivalent. Two (2) years functional experience in Finance. Two (2) years supervisory experience. Public Service Act. Public Finance Management Act (PFMA). Legislative requirements: Public Service Regulations (PSR). National Treasury Regulations. Skills: Innovative/ Creative. Report writing. People Management. Financial Management. Communication (Both written and verbal). Computer Literacy. Time Management. Understanding and knowledge of preparation of IFS/AFS. Valid Driver's Licence

DUTIES : Management of Departmental revenue collection. Support district with revenue problems and queries. Monitor and supervise all transfer payments within the department. Coordination of all monthly income and expenditure reconciliation from Trading Account. Conduct workshop to all cashier and staff. Monitor compliance on all documents submitted for Transfer Payments and reports. Ensure submission of monthly and quarterly reports on all funds transferred to the Entities/Municipalities and other institutions on their expenditure reports to the Deputy Director for the IFS/AFS, Social Cluster and POE files.

ENQUIRIES : Mr T.Pitso, Tel (018) 388 5565

POST 12/242 : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2023ACSR82/NW/**
(Labour Relations Directorate)

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Head Office, Mmabatho
: A 3-year National Diploma or Bachelor's degree in Labour Relations/Human Resource/equivalent qualification. Two (2) –three (3) years' relevant experience. In-depth knowledge of related legislation such as PSA, PSR, LRA, BCEA and PFMA. Proven exposure to collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. A valid driver's license and willingness to travel. Computer literacy and PERSAL training

DUTIES : Implement labour legislation. Advise and consult with line managers on labour relations matters. Proactively project and manage departmental risk on industrial action. Maintain labour relations database in the Department. Implement and maintain all labour relations programmes, policies and interventions for the Department. Prepare and provide relevant reports to the Head of the Human Resource Management.

- ENQUIRIES** : Mr L Ntsevu, Tel. (018) 388 4044
- POST 12/243** : **TRAINING COORDINATOR REF NO: 2023ACSR81/NW**
(Human Resource Development Directorate)
- SALARY** : R269 214 per annum (Level 07))
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Grade 12 Certificate and Degree/National Diploma in the field of Human Resource Management or Public Management or equivalent qualification. Two (2) years relevant experience within the HRD unit. Thorough knowledge of the Public Service Act, Public Service Regulations, Skills Development Act, Skills Levies Act and other applicable legislation. Presentation and facilitation skills, Computer literacy, Communication skills. Interpersonal relations skills. Problem solving skills. Planning and organising skills. Project management skills. Ability to work within a team and under pressure. Valid driver's license.
- DUTIES** : Assist in the development and implementation of a departmental training plan based on departmental needs. Analyse and identify departmental and occupational training, education and developmental needs. Prepare plans and budgets for training programmes. Organise and present/facilitate training programmes. Advise managers, supervisors and mentors in their training responsibilities. Administer the awarding of bursaries and grants process in the Department. Assist in the recordkeeping of employees training and recording their attendance. Compile data on training statistics. Assist in the development and implementation of Human Resources Development and Training policies within the framework of relevant legislation. Assist in the implementation (compliance) of the Skills Development Act.
- ENQUIRIES** : Mr I. Mmusi, Tel 018 3882743

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 19 April 2023
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with disabilities, Youth, African Males, followed by African Females, White Males and White Females in the recruitment for these posts. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested. SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry

Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

MANAGEMENT ECHELON

POST 12/244 : **DIRECTOR: SERVICE DELIVERY INTERVENTION REF NO: NWP/OOP/2023/11**
Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and Interventions.

SALARY CENTRE REQUIREMENTS : R1 105 383.per annum (Level 13) (all-inclusive package)
: Bojanala
: B degree in Public Administration, Social Science or equivalent qualifications NQF level 7 (NQF level and Credits). 6-7 years' experience in middle management. Knowledge, Skills and Competencies: Government Legislation; Local Government Prescripts, PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

DUTIES : The management and implementation of district service delivery intervention programmes based on the five concretes. Provision of access to government wide service delivery to priority communities through the implementation of community development workers programme at municipal level. The communication of public service delivery initiatives and reporting of community news worthy events.

ENQUIRIES : MR. EMS Matshe Tel: 018 388 3014

POST 12/245 : **DIRECTOR: PROVINCIAL COUNCIL ON AIDS HEAD OF SECRETARIAT REF NO: NWP/OOP/2023/12**
Job Purpose: To provide Secretariat services to the PCA and coordinate the implementation of multi-sectoral response to HIV, TB, and STIs.

SALARY CENTRE REQUIREMENTS : R1 105 383.per annum (Level 13)(All-Inclusive Package)
: Mmabatho
: Three- year tertiary qualification at NQF level 7 and /or equivalent qualification (NQF level and credits). 6-7 years' experience in middle management Knowledge, Skills and Competencies: Government Legislation; Local Government Prescripts, PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

DUTIES : Coordinate multi-sectoral response to HIV, TB and STIs in the Province; facilitate the development of the Provincial Implementation Plan (PIP), Provide advice on HIV, TB, STIs and related matters in the province, Coordinate the implementation of programmes and strategies for the Provincial multi-sectoral response to the epidemic, Provide overall guidance on the Implementation of the National HIV, TB & STIs strategic plan and other related matters, Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors, Facilitate the development and make inputs into the HIV and TB Research Agenda. Facilitate partnerships with PCA sectors and stakeholders; Provide secretariat support to the Council, Coordinate donors for HIV and TB agenda in the Province, Facilitate the development of partnerships with PCA stakeholders, Facilitate the development and implementation of a resource mobilisation strategy, and Coordinate multi sectoral advocacy programmes.

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/246 : **DIRECTOR: YOUTH ENTERPRISE SERVICES REF NO: NWP/OOP/2023/13**
Job Purpose: To manage and oversee the coordination or youth entrepreneurship programmes in the province.

SALARY CENTRE REQUIREMENTS : R1 105 383.per annum (Level 13) (all-inclusive package)
: Bojanala
: Three- year tertiary qualification at NQF level 7 and /or equivalent qualification (NQF level and credits). 6-7 years' experience in middle management Knowledge, Skills and Competencies: Government Legislation; Local Government Prescripts, PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

DUTIES : The development and implementation of Provincial Youth Entrepreneurship Strategy and policies. The monitoring and evaluation of Youth Entrepreneurship programmes. The monitoring and evaluation contributions of sector department's municipalities, SOEs and private sector in growing sustainable youth businesses. Establishment and maintenance of partnerships with relevant stakeholders. Mainstreaming through sector specific youth catalytic programmes.

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/247 : **DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2023/14**
Purpose: To strategically manage and conduct forensic coordination in the Office of the Premier

SALARY : R1 105 383.per annum (Level 13) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). 6-7 years' experience of which five (5) years must be at middle management. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Extensive knowledge of fact-finding techniques and investigative procedures applicable to forensic Auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

DUTIES : Manage forensic coordination strategies. Manage forensic services methodology. Marketing forensic services and role in Provincial strategic processes. Monitor case/project planning and execution. Manage the provision of reports and monitor progress in forensic coordination and performance and human resource management

ENQUIRIES : Mr. I Tselangoe Tel: 018 388 4276

OTHER POSTS

POST 12/248 : **DEPUTY DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2023/14(X2 POST)**
Purpose: To provide and conduct forensic coordination in the Office of the Premier

SALARY : R766 584.per annum (Level 11) (all-inclusive package)
CENTRE : Bojanala
REQUIREMENTS : Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. A Valid driver's license. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Knowledge of fact-finding techniques and investigative procedures applicable to forensic auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Research and legal writing skills, Good Forensic and interviewing skills, Excellent communication skills (verbal and written), Good Interpersonal relations skills, Good analytical and Problem solving skills, Presentation skills, Planning organizing and people management skills, Conflict resolution skills, Good Reporting skills, Policy formulation skills and Computer literacy skills

DUTIES : Conduct Forensic Coordination Methodology. Manage the successful investigation and prosecution of cases of fraud, theft and corruption. Conduct Coordination in the investigation of cases. Provide Reports and monitor progress in Forensic Coordination. Monitor Project Management in Forensic Investigation. Form liaison with other state law enforcement agencies in order to identify trends of fraud and corruption in the province. Coordinate prosecutions, misconduct enquiries and recovery in liaison with state law enforcement agencies. Monitor project management of forensic investigations performed by appointed service providers. Perform where required certain pre-investigation reviews establishing determined facts before a full investigation process is initiated.

ENQUIRIES : Mr. I Tselangoe Tel: 018 388 4276

POST 12/249 : **DEPUTY DIRECTOR: YOUTH ENTERPRISE SERVICES REF NO: NWP/OOP/2023/15**

Purpose: Facilitate the coordinate youth entrepreneurship programmes in the province.

SALARY : R766 584.per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho

REQUIREMENTS : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A Valid driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service Act, Knowledge of Public Service Regulations; Knowledge of Labour Relations; Knowledge of the PFMA; Knowledge of Public Finance Regulations. Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.

DUTIES : The development and implementation of Provincial Youth Entrepreneurship Strategy and policies. The monitoring and evaluation of Youth Entrepreneurship programmes. The monitoring and evaluation contributions of sector department's municipalities, SOEs and private sector in growing sustainable youth businesses. The establishment and maintenance of partnerships with relevant stakeholders. The mainstreaming through sector specific youth catalytic programmes.

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/250 : **DEPUTY DIRECTOR: PLANNING, COORDINATION & RESEARCH: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/16**

Purpose: To Coordinate Multi-Sectoral response to HIV, TB AND STIs in the province

SALARY : R766 584.per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho

REQUIREMENTS : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A Valid driver's license. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resource as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolution. Knowledge and Experience in HIV/AIDS. Knowledge and experience in Monitoring and Evaluation principles and methods, Knowledge and experience in research principles and methods. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills. Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.

DUTIES : Facilitate the development of the Provincial Implementation Plan (PIP). Provide advice on HIV, TB, STIs and related matters in the province. Coordinate the implementation of programmes and strategies for the Provincial multi-sectoral response to the epidemic. Provide overall guidance on the implementation of the National HIV, TB & STIs strategic plan and other related matters. Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors. Facilitate the development and make inputs into the HIV and TB Research Agenda.

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/251 : **DEPUTY DIRECTOR: COMMUNITY COORDINATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/17**

Purpose: To facilitate partnerships with PCA sectors and stakeholders.

SALARY : R766 584 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho

REQUIREMENTS : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A Valid driver's license. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the PIP plan legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Other strategic documents; Good communication skills ; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.

<u>DUTIES</u>	:	Provide secretariat support to the Council. Coordinate donors for HIV and TB agenda in the Province. Facilitate the development of partnerships with PCA stakeholders. Facilitate the development and implementation of a resource mobilization strategy. Coordinate multi sectoral advocacy programmes.
<u>ENQUIRIES</u>	:	MS. C.N Modise Tel: 018 388 5078
<u>POST 12/252</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY AND INTERVENTION REF NO: NWP/OOP/2023/18</u> Purpose: To provide support on District wide Service Delivery Monitoring and Intervention
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584.per annum (Level)(all-inclusive package) Bojanala Degree in Public administration, Development Studies, Social Science and/ or equivalent (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: Communication, Leadership, Planning and execution, PFMA, PSR, PSA and Risk Management. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Clear and logical written and verbal reports, facilitation, coordination, High standard in problem solving, motivation and minimum guidance, Ability to scope events, activities and process well thought out work plans; Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.
<u>DUTIES</u>	:	Provide support on the Coordination of the identification of Service Delivery needs in the District. Provide support on Coordination to the conclusion of referrals on service delivery needs across the district. Provide support on Facilitation of the integrated service delivery intervention. Provide support on the Facilitation of integrated 10 by 10 campaigns on the District public participation programmes
<u>ENQUIRIES</u>	:	MR. EMS Matshe Tel: 018 388 3014
<u>POST 12/253</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & SALARY ADMINISTRATION REF NO: NWP/OOP/2023/19</u> Purpose: To manage and provide salary administration services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584.per annum (Level 11) (all-inclusive package) Mmabatho To manage and provide financial accounting and salary administration services within the office. Requirements: Three-year tertiary qualification in financial related degree or national diploma, majoring in finance and auditing will be added advantage. A minimum of 6-7 years relevant experience of which three (3) years must be at Assistant Director level. Knowledge, Skills and Competencies: Experience in preparation of financial statement, practical knowledge and understanding of modified cash standard and GRAP as well as PFMA and Treasury regulation. Ability to meet deadlines and work under pressure.
<u>DUTIES</u>	:	Develop, implement and monitor the adherence to all relevant financial accounting and salary administration policies, systems, and processes. Preparation and coordination of interim and annual financial statement. Prevention of unauthorized, irregular, fruitless & wasteful expenditure in the office. Provision of payroll services, PAYE, assets & liabilities and debt management services. Provision of reconciliation and accounting services. Ensure timely payment of service providers in the office. Provision of banking services within the office. Ensure proper safeguarding of all financial accounting documents in the office. Ensure accurate and timely reporting within the office. The provision of personnel administration within the component.
<u>ENQUIRIES</u>	:	MR. O.W. Koikanyang Tel: 018 388 5043
<u>POST 12/254</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2023/20</u> Purpose: Assisting in providing Secretariat support to the EXCO Committees, Bokone Bophirima Premier is Coordinating Council (BBPCC) NWCC and Technical Cluster Committees in support of the functioning of the Cluster system.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 9) Mmabatho Bachelor degree/National Diploma in Human Sciences/ Public Management and / or equivalent (NQF Level and Credits). 3-5 years relevant experience with emphasis on committee administration of which 2 years should be at supervisory level. Knowledge, Skills & Competencies: Relevant Knowledge of the Executive Council/ Cabinet processes and procedures will be added advantage. Broad knowledge and

understanding of Government policies, Knowledge and understanding of the Cluster System , Knowledge and ability to apply the prescripts of the Executive Council Procedural Manual , Minutes taking and report writing, Ability to utilize the computer and related IT technology, Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussion, Ability to understand , Communicate and write English, People skills, ability to conceptualize discussions and produce a concise yet accurate account of discussions and decisions, Strong Organizational skills, Good communication skills, Planning and Organising Skills, Coordination skills, Conflict resolutions, Problem solving, Project management & Leadership skills, Presentation Skills, Research Skills

DUTIES : To render efficient and effective administrative and Secretariat services to the Executive Council, Broad Executive Council Technical Committee, Executive Council Makgotla, Bokone Bophirima Premier Coordinating Council and Information Development/Governance & Administration/ Social Cluster. To provide support in managing and monitor the implementation of committee decisions, directives and resolutions. Management of Human Resources. To manage and maintain the record management in the Directorate within guidelines and systems established.

ENQUIRIES : Mr. M.I Tselangoe Tel: (018) 388 4276

POST 12/255 : **CHIEF TRAINING OFFICER: TRAINING AND CAPACITY DEVELOPMENT REF NO: NWP/OOP/2023/21**
Purpose: To provide training and capacity development programmes.

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 9)
: Mmabatho
: Three year appropriate tertiary qualification at NQF level 6 and/or Equivalent qualifications (NQF level and Credits). 3 – 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level Knowledge, Skills & Competencies: Knowledge of training needs assessment process and techniques. Knowledge of the principles and methods of curriculum and training design, teaching and instruction for individuals and groups, the measurement of training effects. Techniques and procedures for occupational education and training, simulation training, assessments, moderation and adult centred facilitation. Knowledge of SAQA unit standard development processes and related procedures. Administrative and Clerical procedures and systems such as word processing, managing files and records, designing forms, & other Office procedures and terminology. Education and Training quality assurance processes and procedures. Analytical research, Technical communication, Interpersonal Leadership, Presentation & facilitation Adult learning, Report writing, Computer skills and Technical skills

DUTIES : Coordinate the Analysis and assessment of Education, Training & Development (ETD) needs. Administer the Designing and development of learning material for ETD interventions. Provision of mandatory and transversal training Programmes. Evaluation of ETD interventions. Management and administration of the ETD function. GENERIC; Strategic Leadership and Policies and Strategies.

ENQUIRIES : Ms. T.E Tlhale Tel: (018) 388 1076256

POST 12/256 : **ASSISTANT DIRECTOR: PLANNING & RESEARCH: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/22**
Purpose: To coordinate multi-sectoral planning and research on matters related to HIV, STI'S and TB

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 9)
: Mmabatho
: Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Other strategic documents. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

DUTIES : Facilitate HIV, STI'S and TB research matters; establish multi-sectoral HIV and AIDS research coordinating mechanism and a Provincial Research agenda. Provide relevant input on HIV, STIs and TB research matters. Facilitate the research database in collaboration with the Provincial Research Directorate. Participate in the Provincial

Research Forum. Manage circulation of information about any new research done in the province in relation to HIV, STIs and TB related matters. Develop Provincial Strategic Planning (PSP); Participate in the drafting of PSP and consultation process. Liaise Sub-Branch: Integrate Planning and SALGA during the development of PSP. Compile reports on consultation conducted with stakeholder. Consolidate inputs to the draft PSP. Facilitate the printing of the signed PSP. Participate in the distribution of printed PSP. Present the PSP to the Local and District AIDS councils. Provide support and guidance to government departments, NGO's, Businesses and Labour Organisations during the development of HIV, STI's and TB operational plans and facilitate the development of operational plans for Civil Society Sectors.

ENQUIRIES

: MS. C.N Modise Tel: 018 388 5078

POST 12/257

: **ASSISTANT DIRECTOR: MONITORING AND EVALUATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/23**

Purpose: To Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors

SALARY

: R393 711 per annum (Level 9)

CENTRE

: Mmabatho

REQUIREMENTS

: Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resource as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolution. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

DUTIES

: Monitor the multi-sectoral interventions on HIV, STI'S and TB related matters; Participate in the development and review of the provincial monitoring and evaluation (M&E) Framework. Circulate the draft M & E framework to all relevant stakeholders and Structures. Consolidate stakeholder inputs for finalization of M & E framework. Popularize the approved M & E framework to all relevant stakeholders and structures. Participate in the development of M & E reporting tools for implementers of PSP. Collate and consolidate Provincial Implementation Plan progress reports from different sectors. Conduct data verification and quality assurance. Consult with relevant sectors where discrepancies are identified. Finalize the consolidated reports for analysis. Coordinate the Provincial Monitoring and Evaluation Committee. Provide support to District AIDS . Council secretariat on M&E related matters. Coordinate the M&E assessment of District M&E system using the prescribed tools. Compile reports on the assessment conducted. Evaluate and assess results of multi-sectoral interventions; Develop concept papers for the mid-term review and the end term review of the implementation of the PIP. Contribute to the facilitation of the reviews within the Province. Coordinate the Evaluation of the implementation of the PIP at the end of five years cycle. Coordinate sessions with relevant stakeholders, structures for popularisation of the findings of the evaluation conducted. Coordinate the implementation of the recommendations of the evaluation conducted.

ENQUIRIES

: MS. C.N Modise Tel: 018 388 5078

POST 12/258

: **ASSISTANT DIRECTOR: DISTRICT COORDINATION PROVINCIAL COUNCIL ON AIDS (REF NO: NWP/OOP/2023/24 2 POSTS)**

Purpose: To coordinate HIV and AIDS Strategy and facilitate multi sectoral partnerships in the district

SALARY

: R393 711 per annum (Level 9)

CENTRE

: Mmabatho

REQUIREMENTS

: Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills

DUTIES : Coordinate HIV and AIDS Strategy in districts; Engage with municipalities on HIV, AIDS and TB Strategy, Facilitate the process of implementation of the Provincial Strategic Plan at district level, Coordinate a comprehensive multi-sectoral response to the challenges of HIV and AIDS, Mobilize communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS, Collate data indicators as per the National Strategic Plan, Collate district HIV and AIDS related response reports and Maintain data base of programmes and sectors in the Province. Facilitate multi sectoral partnerships in the district; Engage with Municipalities and form Multi-sectoral Broker strategic partnership with relevant stakeholders in the district, Promote increased participation of all sectors in the district in the planning, implementation and evaluation of AIDS activities and Faciliate District partnership forums

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/259 : **ASSISTANT DIRECTOR: COMMUNITY MOBILIZATION AND PARTNERSHIP: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/25**
Purpose: To mobilise communities and strengthen partnership for the implementation of Provincial strategic plan (PSP).

SALARY : R393 711 per annum (Level 9)
CENTRE : Mmabatho
REQUIREMENTS : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Other strategic documents. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills

DUTIES : Mobilise communities and coordinate multi-sectoral response; Coordinate civil society meetings on the implementation of PSP, Identify relevant structures with communities to support the implementation of PSP, Ensure participation of government departments and municipalities in mainstreaming HIV, STI's and TB, orm partnership with (South African Local Government Association (SALGA) for multi-sectoral response and Identify campaigns in line with the AIDS council calendar events. Strengthen public-private partnership on programmes related to HIV, STI and TB; Identify partners within business sector and private sector for the implementation of PSP, Facilitate the signing of Memorandums of Understanding (MOU's) with identified partners to support the province on the implementation of PSP, Consult with businesses and private sectors on matter related to HIV, STI and TB. Provide secretariat services to Provincial AIDS Council; Prepare and package documentation for the Provincial Aids Council meetings, Ensure invitations are circulated to PAC members as per agreement/ schedule follow up on the attendance list prepare confirmation and apology for the PAC chairperson and Facilitate the signing of minutes by the Chairperson of PAC Manager

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/260 : **ASSISTANT DIRECTOR: PROTOCOL REF NO: NWP/OOP/2023/26**
(Re-Advert)
Purpose: To Facilitate and provide Protocol services for the Premier

SALARY : R393 711 per annum (Level 9)
CENTRE : Mahikeng
REQUIREMENTS : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level Knowledge, Skills & Competencies: Knowledge of Public Service Act and Public Finance Management Act; Government prescripts and procedures and Events management policies. Communication and Organisation skills, Project and event Management.

DUTIES : Facilitate the development and alignment of protocol systems with national standards. Provision of Protocol services to Premier at all official functions. The Facilitation of protocol services for all provincial events in North West Provincial Government. The Management of provincial guest lists. The facilitation of protocol training services in North West Provincial Government.

ENQUIRIES : Ms. B Mothobi Tel: (018) 388 3086

POST 12/261 : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (IKATISONG SCHOOL OF GOVERNANCE) REF NO: NWP/OOP/2023/27**
Job Purpose: To provide administrative Supply Chain services.

SALARY : R331 188.per annum (Level 08)
CENTRE : Mmabatho
REQUIREMENTS : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge of Public policies, prescripts and practices, Knowledge of Skills Development and Knowledge of human Resource Development. Communication skills, Report writing skills, Facilitation and Coordination skills, Computer skills, Time management skills, Technical skills, Research skills and Analytical skills

DUTIES : Supervise the Provision of general clerical support services. Supervise the Provision of supply chain clerical support services within the component. The Provision of personnel administration support services within the Component. The Provision of financial administration support services in the Component. Human Resource Management.

ENQUIRIES : MR. EMS Matshe Tel: 018 388 3014

POST 12/262 : **RISK OFFICER: ORGANISATIONAL RISK MANAGEMENT AND COMPLIANCE AUDIT REF NO: NWP/OOP/2023/29**
Job Purpose: To provide support in organisational risk services and compliance audit.

SALARY : R331 188.per annum (Level 08)
CENTRE : Mmabatho
REQUIREMENTS : Three-year appropriate tertiary qualification in Risk Management, Accounting and Auditing at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience in Risk Management field of which 1 year should be at supervisory experience. Valid driver's license. Knowledge, Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills, Honesty and integrity. Demonstrate experience in detailed technical knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and all other legal prescripts that governs Risk Management and the ability to apply such technical Knowledge and understanding of Government policies. Computer literacy, good presentation and facilities skills.

DUTIES : To support the planning, facilitation, monitoring and reporting of the implementation of the Risk Management Framework and Fraud Prevention Plan. Participate and guide during analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, ICT and specific project risks. Conduct risk and fraud awareness campaigns within the department. Assist with the planning of all quarterly risk committee meetings within the department. Assist with the planning of all quarterly risk committee meeting within the department and all logistics arrangements. Provide technical support to the directorate and any other duties given.

ENQUIRIES : Ms. D Ditibane Tel: 018 388 5714

POST 12/263 : **ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT (IKATISONG SCHOOL OF GOVERNANCE) REF NO: NWP/OOP/2023/28**
Job Purpose: To render administrative and clerical support services.

SALARY : 181 599.per annum (Level 5)
CENTRE : Mmabatho
REQUIREMENTS : 1-2 years National Higher Certificate in a relevant discipline at NQF level five and / equivalent qualification (NQF level and credits.) 0-2 years' experience applicable to the relevant discipline. Knowledge, Skills, Competencies Knowledge, and understanding of Government policies. Knowledge of computer. Good grooming and presentation. Self - management and motivation. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills. Good people skills and Basic written communication skills.

DUTIES : Provide general clerical support services. Provides supply chain clerical support services within the component. Provide personnel administration support clerical support services within the Component. Provide financial administration support services in the component.

ENQUIRIES : MR. EMS Matshe Tel: 018 388 3014

POST 12/264 : **SECRETARY: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/29**
Job Purpose: To render secretarial support service to the Director.

SALARY : 181 599.00 per annum (Level 5)
CENTRE : Mmabatho
REQUIREMENTS : 1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline Knowledge, Skills, Competencies Knowledge: Knowledge of Secretarial services, typing, reporting writing and office management and Knowledge of prescripts public service regulations and PFMA, supply chain management. Planning and organisation, Communication skills, Ability to operate computer, Ability to type and Interpersonal relations

DUTIES : Provide a secretarial / receptionist support service to the manager; receive telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the director. Type documents for the director and other staff within the unit on a word processor and Operate office equipment like fax machines and photocopiers. Provide clerical support services to the director; Attend to corporate administration functions and loading of reports. Liaise with travel agencies to make travel arrangements and make follow-ups. Arrange meetings and events for the director and staff in the unit. Scrutinize routine submission / report and take notes or recommendations to the director. Attend to corporate Administrative functions and loading of report. Process travel and subsistence claims for the director. Processes all invoices that emanates from the activities of the work of the director. Records minutes of the meeting of the director. Drafts routines correspondence and reports. Receives records and distribute all incoming and outgoing documents. Handles the procurement standard items like stationery, refreshments and other activities and Collect all relevant documents to enable the director to prepare for meetings. Provide support to manager regarding meetings; Scrutinizes documents to determine actions / documents / other documents required for meetings. Collect and compile all necessary documents for the manager to inform him / her on the content. Records minutes / decisions and communicate to relevant role players, follow up on progress made. Prepare briefing notes for the manager as required and coordinate logistics arrangements for meetings when required. Knowledge of the procedures and processes that apply in the office of the Director.

ENQUIRIES : MS. C.N Modise Tel: 018 388 5078

POST 12/265 : **SECURITY OFFICER REF NO: NWP/OOP/2023/30**
Job Purpose: To implement and administer provincial Physical Security standards

SALARY : R181 599.00 per annum (Level 5)
CENTRE : Mmabatho
REQUIREMENTS : 1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline. Register with PSIRA and Valid driver's license. Knowledge, Skills, Competencies Knowledge: Knowledge of prescripts and process applicable in Public Service and Legislation promoting good governance e.g. MISS documents, Protection of Access to Information Act and National Strategic Intelligence Act. Communication skills, Interpersonal skills, Computer literacy, Conflict management and Problem solving.

DUTIES : Administer compliance with security management policy and procedures; Conduct daily advocacy of access control guidelines to employees. Conduct daily issuing and programming of access cards. Conduct daily assistance on key control measures. Conduct daily monitoring of control room. Conduct daily maintenance of CCTV cameras. Conduct daily service of fire extinguishers. Administration and implementation of physical security; Conduct daily issuing of permits with removal of assets and Conduct daily maintenance of security systems.

ENQUIRIES : MR. S Mabasa / Mr. Matshavhange Tel: 018 388 3021/ 4694

POST 12/266 : **CLEANER REF NO: NWP/OOP/2023/31 (X3 POSTS)**
Job Purpose: To provide cleaning and housekeeping services to Office of the Premier – North West Province.

SALARY : R107 198 per annum (Level 2)
CENTRE : Mmabatho
REQUIREMENTS : Grade 10 and /equivalent qualifications. 1–2-years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of cleaning. Cleaning skills. Communication skills.

DUTIES : Clean offices corridors, garages and Boardrooms. Keep and maintain cleaning machines and equipment. Provision of refreshment during meetings.

ENQUIRIES : Mr. T Koko, Tel: (018) 388 3540 / Mr. E Lerefolo, Tel: (018) 388 3439

DEPARTMENT OF SOCIAL DEVELOPMENT

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : The Director Human Capital Management , Department of Social Development, Private Bag x 6 MMABATHO 2735 , Ground Floor Provident House Building, for Attention Mr Sbusiso Zwane.
- CLOSING DATE** : 19 APRIL 2023 at 16H00
- NOTE** : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated, and a recent updated Comprehensive CV with at least names of three (3) referees with current contact details. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants should not submit copies / proof / certificates / attachments / driver's license / qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s), Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date , time and place as determined by the Department. The Shortlisted Candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain Pre-Entry certificate. (SMS Pre Entry Programme) is offered by the National School of government, information can be accessed via this link: <http://www.thensg.gov.za> . The appointee to SMS post must be in possession of such , prior to taking up the post.

MANAGEMENT ECHELON

- POST 12/267** : **CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**
REF NO: SD/2/26/23/E (4 POSTS)
Chief Directorate: Districts and Institutional Support Management
- SALARY** : R1 308 051 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement
- CENTRE** : District Offices – Ngaka Modiri Molema
Dr Ruth Segomotsi Mompoti, Bojanala
Dr Kenneth Kaunda
- REQUIREMENTS** : Grade 12. An undergraduate qualification in Management/Public Administration/Social Sciences/Program. Management or equivalent qualification at NQF Level 7 as recognised by SAQA. A postgraduate qualification (NQF Level8) will be an added advantage . Five (5) years' at senior management level Sound understanding of the functioning of the Public Service will be an added advantage . Pre-SMS entry certificate

is compulsory. A valid driver's license. Competencies: Strategic capability and leadership skills. Programme and project management skills Strong financial management skills, change management, problem-solving and conflict management skills . People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills . Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.

DUTIES : Provide strategic leadership and management to the following programmes: District Co-ordination (District Office, service points, sub-offices. Institution Management. Corporate Services. Finance Administration and Management. Social Welfare Services. Specialist Social Services. Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations..

ENQUIRES : Mr AJ Mokgwsa, Tel: 018 388 3578/1660

POST 12/268 : **CHIEF DIRECTOR CORPORATE SERVICES: REF NO: SD/2/27/23/E**
Chief Directorate: Corporate Services

SALARY : R1 308 051 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement

CENTRE REQUIREMENTS : Provincial Office (Mahikeng)
Grade 12 Certificate. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration or relevant study (qualification) with at least five (5) years proven experience in a senior managerial position . Knowledge of Management, Service delivery innovation, Problem Solving and Analysis . Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management . In depth knowledge and understanding of corporate services management in public service. A valid driver's license. Competencies:. Ability to conceptualise policy and apply it successfully. Ability to interact professionally and effectively with diverse stakeholders. Innovative, assertive and confident approach. Ample initiative and independent work ethics, self-motivated and reliable . Strategic capability and leadership . Financial Management. Excellent report writing, analytical thinking, decision making and problem solving. Client orientated customer and results driven . High level communication and presentation . Ability to interact at both strategic and operational level . Computer literacy . Ability to work under pressure. Project Management.

DUTIES : Oversee the rendering of Human Resource Management Services within the Department. Manage the provision of strategic support administration services . Manage the coordination of Departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services to the Department. Mange the co-ordination of strategic planning, monitoring and evaluation . Monitor security compliance within the Department. Monitor Communications Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.

ENQUIRES : Mr AJ Mokgwsa, Tel: 018 388 3578/1660

POST 12/269 : **DIRECTOR SUPPORT SERVICES: REF NO: SD/ 2/29/23/E**
Chief Directorate: Corporate Services

SALARY : R1 105 383 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement

CENTRE REQUIREMENTS : Provincial Office (Mahikeng)
Grade 12. An undergraduate qualification (NQF level 7) in Information Technology, Information Systems or any relevant to Support Services as recognised by SAQA. Five (5) years' experience at Middle Management level within the ICT field. Knowledge of and experience in the following: Information and Communication Technology (Systems, Infrastructure, Support and Maintenance). Minimum Information Security Standards. Minimum Physical Security Standards. Fleet Management. Auxiliary Services (Cleaning, Gardening, Telecommunication). A dynamic, proactive, problem-solving, service orientated approach to work and an understanding of and commitment to the strategic

objectives of the Department. A valid driver's license. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills . Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector and the Community Development environment.

DUTIES : Development and implementation of policies, strategies and systems. Management Information and Communication Technology (Systems, Infrastructure, Support and Maintenance) . Minimum Information Security Standards. Minimum Physical Security Standards. Fleet Management. Auxiliary Services (Cleaning, Gardening, Telecommunication services) to units of the Department . Management of resources (finance, human and assets).

ENQUIRES : Ms LM Gasealahwe, Tel No: (018) 388 3258

POST 12/270 : **DIRECTOR INFORMATION RECORDS AND KNOWLEDGE MANAGEMENT: REF NO: SD/ 2/80/23/E**
Chief Directorate: Corporate Services
Directorate: Information , Records And Knowledge Management

SALARY : R1 105 383 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement

CENTRE REQUIREMENTS : Provincial Office (Mahikeng)
Grade 12. Undergraduate qualification (NQF level 7) in Information Management, Information Systems, Information Technology or relevant qualification as recognised by SAQA. Minimum of 5 years' experience at Middle Managerial level within the relevant field. Knowledge and understanding of information, knowledge and records management systems, policies and regulations. Computer skills. Valid driver's licence. Knowledge of Public Service policies, rules and regulations, including the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and other related prescripts. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Stakeholder relationship management. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills . Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector and the Community Development environment.

DUTIES : Ensure development, implementation and monitoring of information, knowledge and records management policies, strategies and systems. Ensure verification of performance information to enable reporting against set objectives. Facilitate development and implementation of information systems that support the provision of information, records and knowledge management services. Provide planning information to programmes to aid strategic and operational planning. Monitor the implementation of Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act, 3 of 2000. Establish records management centres and registry services. Coordinate and consolidate reports required by external authorities.

ENQUIRES : Ms LM Gasealahwe, Tel No: (018) 388 3258

OTHER POSTS

POST 12/271 : **PSYCHOLOGIST GR 1: REF NO SD/ 2/28/23/E**
Chief Directorate: Specialist Social Services
Directorate: Crime Prevention

SALARY : R745 785 per annum (OSD) (An all-inclusive remuneration package)
CENTRE : JB Marks Treatment Centre (DR Kenneth Kaunda District)
REQUIREMENTS : Grade 12. An appropriate qualification that allows registration with the Health Professional Council of South Africa HPCSA as Psychologist in a relevant registration category e.g. clinical, counselling, educational, industrial, research, psychology.

Registration with HPCSA as Psychologist in any of the identified registration categories. No experience required after registration with HPCSA as Psychologist in respect of South African qualified employees who performed community service, as required in South Africa. Computer literate. A valid driver's license. Competencies: Knowledge of public service regulations and legislation regarding psychological services. Problem solving and analytical skills. Listening and communication skills . Networking, liaison and negotiation skills. Report writing and conflict resolution skills. Interpersonal and facilitation skills. Programme and people management. Policy development analysis and implementation. Honesty and integrity . Ability to conduct research. Project management. Financial management. Interpersonal skills.

DUTIES

: Conduct research and design psychological programmes. Policy development and analysis of psychological programmes. Development of systems in the management of psychological programmes. Keep up to date with new developments in the psychological and management fields. Monitoring and evaluation of psychological programmes. Monitor implementation and evaluate the effectiveness of the psychological programmes. National standard setting. Management of human resources, finance and assets.

ENQUIRIES

: Ms DC Monyemore, Tel No: (018) 294 5134

POST 12/272

: **SENIOR LEGAL ADMIN OFFICER MR6: REF NO: SD/2/17/23/E**
Chief Directorate: Corporate Services

SALARY

: R797 901 per annum (OSD)

CENTRE

: Provincial Office (Mahikeng)

REQUIREMENTS

: Grade 12 certificate. LLB Degree NQF Level 7 as recognised by SAQA. At least eight (8) years post graduate legal experience. A valid driver's license . Admitted to practice as an Attorney or Advocate in the High Court of South Africa. Sound knowledge of. Public Finance and Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Employment Services Act, Departmental Policies and Procedures. Competencies: Planning and organizing, Communication, Computer Literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.

DUTIES

: Manage the implementation of various pieces of legislation. Provide legal opinion in respect of the mandate of the Department. Co-ordinate the implementation of new legislation with provincial stakeholders. Draft legal documentation and reports and give advice to Senior Management on a variety of legal matters. Respond to petitions, representation and complaints from civil society and other Government Departments.

ENQUIRIES

: Mr T Ntuane, Tel No: (018) 388 2647

POST 128/273

: **DEPUTY DIRECTOR MONITORING AND EVALUATION: REF NO: SD/2/21/23/I**
Directorate: Strategic Planning Policy Research Monitoring And Evaluation

SALARY

: R766 584 per annum (Level 11)

CENTRE

: Provincial Office (Mahikeng)

REQUIREMENTS

: Grade 12 Certificate . A recognized Bachelor's Degree or National Diploma in Monitoring and Evaluations. A minimum of five years recognizable experience as Assistant Director Knowledge of the Public Service Act and Regulations, Archives and Records Service of South Africa Act, PFMA, Treasury, Division of Revenue Act (DoRA), Promotion to Access to Information. Monitoring and Evaluation, Management legislation, policies, and directive . A valid driver's license.

DUTIES

: Facilitate and guide the development of the M&E Framework. Facilitate and guide the development of the Performance Information Policy covering the following: role and responsibilities, data validation, processes and procedures to collect. Manage and store data that enables the monitoring of progress against targets in the APP. Developing Standard Operating Procedures for the management of performance information of data management. Facilitate the implementation of the M&E policies, frameworks and guidelines. Developing guidelines on the writing of reasons for deviations and remedial actions . Co-ordinate and facilitate the implementation the integration of monitoring and evaluation processes in the Department. Submission of signed off comprehensive quarterly performance reports in accordance to the reporting prescripts. Consolidate monthly performance reports . Analysis of monthly and quarterly reports in line with the approved Departmental Annual Performance Plan. Submission of signed off

performance reports to DMC for inputs and approval and then submit to Provincial Treasury, DPME, OOP and National DSD. Facilitate the review of programme performance against the APP targets. Evaluate the performance of priority programmes against. Ensure review of Departmental performance against Strategic Plan. Co-ordinate performance information Audits and provide technical support on the review of APP technical indicator descriptions and targets to programmes. Compile, monitor and co-ordinate Departmental Performance information Post audit action plans for AGSA and PIA findings. Develop Annual Operational Plan and communicate the plan with the team. Make provision of Job Descriptions for supervisees. Monitor the utilization of directorate budget through expenditure reviews and reports and adhere to PFMA . Report on the strategic frameworks/plans in the area of functional responsibility . Keep records of asset and/equipment that are within the directorate through asset register . Develop procurement plan for the sub-directorate and compile expenditure reports.

ENQUIRIES

:

Ms LM Gasealahwe, Tel No: (018) 388 2832/2556

POST 128/274

:

ASSISTANT DIRECTOR ORGANISATIONAL DEVELOPMENT: REF NO: SD/2/13/23/I
 Chief Directorate: Corporate Services
 Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS

:

R393 711 per annum (Level 9)
 Provincial Office (Mahikeng)
 Grade 12 Certificate Couple with Bachelor's degree/National Diploma in Management Services/Operations Management/Production Management/Industrial Psychology/Human Resource Management . Certificate in Job Evaluation (Job Analyst) three (3)-five (5) years' experience in Organisational Development and Job Evaluation of which two (2) years must be at supervisor level. A valid driver's license.

DUTIES

:

Facilitate the development and implementation of the organisational structure . Provide job evaluation services and implementation of ministerial directives on job grading. Co-ordinate and manage the development of job grading. Co-ordinate and manage the development of job descriptions. Plan, Co-ordinate and carryout Work Study investigations of complex nature and make recommendations to promote services delivery. Co-ordinate development of Business Processes. Develop/review policies and guidelines with respect to the organisational structure, change management, job evaluations etc . Supervise, guide and develop staff.

ENQUIRES

:

Ms KT Sello, Tel No: (018) 388 2557

POST 12/275

:

ASSISTANT DIRECTOR POPULATION POLICY PROMOTION: REF NO: SD/2/22/23/I
 Chief Directorate: Community Development
 Directorate: Population Policy Promotion

SALARY CENTRE REQUIREMENTS

:

R393 711 per annum (Level 9)
 Provincial Office (Mahikeng)
 Grade 12 coupled with bachelor's degree in Population Studies, demography or Statistics. (3-5) Three years' experience within the field. Sound knowledge of demographic research. A valid driver's license,

DUTIES

:

Develop, implement, monitor and evaluate population policy, strategies and programmes. Conduct demographic research in consultation with relevant stakeholders. Develop and design capacity building programmes for the Directorate and government departments to implement the population policy. Facilitate the integration of population factors into the planning processes. Provide advocacy and information, education and communication activities to support population and development programmes. Conduct demographic profiling and population analysis.

ENQUIRES

:

Dr V Rampagane, Tel No: (018) 388 5092

POST 12/276

:

ASSISTANT DIRECTOR RECORDS MANAGEMENT: REF NO: SD/2/23/23/I
 Chief Directorate: Corporate Services
 Directorate: Records Information and Knowledge Management

SALARY CENTRE REQUIREMENTS

:

R393 711 per annum (Level 9)
 Provincial Office (Mahikeng)
 Grade 12 Certificate. A recognized bachelor's degree or National Diploma in Records Management or Library Services. A minimum of five years recognizable experience in Record Management of which three years must be at a supervisory level. Knowledge of the Public Service Act and Regulations, Records Management legislation, policies, and directives. A valid Driver's license.

DUTIES : Development, Implementation, and review of Departmental Records Management policy, File Plan Records control schedule and other related systems. Ensure compliance to Legislation (National Archives and Records Services, Promotion of Access to Information Act, Promotion of Administrative Justice Act, and PFMA etc.) Manage the Central Registry Services and record centres, Facilitate implementation of Electronic Document and Records Management System. Monitor compliance to Records Management systems and provide monthly reports. Ensure functionality of Registry and report non-compliance. Conduct records inspections in all offices. Management of Human, Financial and other resources.

ENQUIRES : Mr S Thipe, Tel No: (018) 388 2421

POST 12/277 : **ASSISTANT DIRECTOR ACQUISITION MANAGEMENT: REF NO: SD/2/10/23/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R393 711 per annum (Level 9)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. Minimum of three to five years recognizable experience in Acquisition Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems

DUTIES : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure complies with Central Supplier Database (CSD) and provincial requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration such as bid process advertisement compilation, awards and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES : Mr SJ Mnguni, Tel No: (018) 388 2798/2796

POST 12/278 : **ASSISTANT DIRECTOR DEMAND MANAGEMENT: REF NO: SD/2/11/23/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R393 711 per annum (Level 9)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management. Minimum of three to five years recognizable experience in Demand Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems,

DUTIES : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor demand management policies, procedures and process in line with SCM prescripts. Compile demand management monthly reports. Manage the department demand management plan and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES : Mr SJ Mnguni, Tel No: (018) 388 2798/2796

POST 12/279 : **PROGRAMMER: REF NO: SD/2/12/23/I**
Chief Directorate: Corporate Services
Directorate: Support Services

SALARY : R331 188 per annum (Level 8)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6) in Information Systems / Computer Science / Information Technology or and / or related field coupled with Minimum of 3 years relevant work experience using MS Visual Studio, ASP.net, C# with at least one year in Developing Database Systems using MS SQL. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).Skills and Competencies: Programming procedures, Data processing requirements, MS Visual Studio, ASP.net, C#, HTML, CSS, Java, SQL Server Integration Services(SSIS), MS Excel, MS SQL server or other database

software, Computer systems, operations equipment, programming languages, programming system analysis and design.

DUTIES : Design and Develop Programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Assist in performing cost analysis of system changes and feasibility studies. Compile documentation of program development and revisions. Facilitate Setting - Up of Database: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Provide User Support Services: Consult with and provide assistance, information, and training for system users and other staff. Provision of reports as per user requirements. Documentation of instructions for computer operation. Render Support in the Development of Departmental Website: Create, design, develop, streamline and maintain web pages using MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming languages. Utilize applications to ensure technical performance of web site and assess new technologies for applicability to the department's needs. Train Divisional personnel in use of MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming language and web page design and maintenance.

ENQUIRES : Mr K Tuabeng, Tel No: 018 388 2556

POST 12/280 : **CHIEF NETWORK CONTROLLER: REF NO: SD/2/32/23/I**
Chief Directorate: Corporate Services
Directorate: Support Services

SALARY : R331 188 per annum (Level 8)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Matric plus a recognised National Diploma (Information Technology) (NQF Level 6) or related Information Technology Qualification or 2- 5 years' appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange). LAN Support (cabling and switches) and PABX knowledge. Microsoft Certified Information Technology Professional and MAC client operating systems as well as various software packages. High level of computer literacy and sound knowledge of the Microsoft Office Suite. ITIL Foundation Certificate and International Computer Drivers Licenses.

DUTIES : To provide support end-user devices, software, and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software and hardware incidents, including operations systems (Windows and MAC) and across a range of software applications. To assist all our users with any logged IT related incident when called upon. To take ownership of issues by carrying out problems analysis to implement temporary or permanent fixes with the aim to restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware, to resolve incidents with printers, copiers and scanners, maintain a first-class level of customers 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 staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self- sufficient.

ENQUIRES : Mr K Tuabeng, Tel No: 018 388 2556

POST 12/281 : **SYSTEMS DEVELOPER / WEB DEVELOPER: REF NO: SD/2/33/23/I**
Chief Directorate: Corporate Services
Directorate: Support Services

SALARY : R331 188 per annum (Level 8)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : National Senior Certificate, National Diploma/Degree as recognised by SAQA in Information Technology/Computer Science/Information Technology in Software development/Information Technology in Programming/Information Technology in Web Development. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public services regularity

framework, information management and performance management. A minimum of two (2) to three (3) years' experience as a junior developer/analyst programmer/web-based database developer in the software development environment using any of the following: Microsoft Power platform (PowerApps, Power Automate, PowerBI, Power Agent), NET programming in ASP.net, C-Sharp (C#), ASP.net, MVC; Microsoft Visual Studio NET; Microsoft SharePoint development; PHP; Drupal; WordPress, Joomla; Database Administration in either Microsoft SQL Server or MySQL or other relevant databases; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch). Must possess a valid driver's license.

DUTIES : Provide applications and systems support. Distribute surveys of user requirements. Maintain effective usage of software licensing. Provide advisory service to users. Assist in troubleshooting software application issues. Investigate and resolve application functionality related issues and provide first level support and troubleshooting of our business systems. Troubleshoot technical issues and identify modifications needed in existing applications to meet changing user requirements. Test all new system processes, adheres to all programming, testing and access and documentation standards. Provide programming for some in-house IT projects. Support the implementation and ongoing management of departmental systems. Provision of support to national/business systems.

ENQUIRES : Mr K Tuabeng, Tel No: 018 388 2556

POST 12/282 : **SENIOR ADMIN OFFICER OD AND SERVICE DELIVERY: REF NO: SD/2/14/23/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 8)
: Provincial Head Office (Mahikeng)
: Grade 12 Certificate coupled with Bachelor's Degree or National Diploma in Public Administration. At least three years' work experience in the relevant post. A valid driver's License.

DUTIES : Coordinate the development, Implementation and monitoring of Service Delivery Improvement Plans. Assist in the development and implementation of Service Delivery Improvement Plans. Development/review, implementation and monitoring of the complaint system. Conduct monitoring and evaluation of complaint management system. Implement and monitor Batho-Pele Principles programmes. Monitor compliance in districts, Institutions and service points. Conducting awareness on Batho-Pele Principles and service standards. Implement a capacity building programme on Batho-Pele in the province.

ENQUIRES : Mr KT Sello, Tel No: 018 388 2557

POST 12/283 : **CHIEF PERSONNEL OFFICER APPOINTMENTS AND PERSONNEL MOVEMENTS: REF NO: SD/2/18/23/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 8)
: Provincial Head Office (Mahikeng)
: Grade 12 Certificate. A Degree or National Diploma in Human Resource Management. Three to five (3-5) years' experience within the relevant field. PERSAL training. Personnel Administration certificate is mandatory. Competencies: Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Labour Relations Act) and Human Resource Management policies and directives. Ability to interpret and apply policies.

DUTIES : Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Preparing periodic management and statistical reports as required. Supervise and manage staff. Prepare monthly and quarterly and annual report. Ensure timely processing and submission of approved documents to salaries section for authorization and implementation.

ENQUIRES : Ms MG Mokgadi, Tel No: 018 388 1664

POST 12/284 : **SENIOR ADMIN OFFICER TRANSPORT MANAGEMENT: REF NO: SD/2/19/23/I**
Chief Directorate: Corporate Services
Directorate: Support Services

<u>SALARY</u>	:	R331 188 per annum (Level 8)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor's Degree or National Diploma in Transport Economics, Logistics Management or Public Administration, or relevant qualification. 3 – 5 years relevant experience in Government Fleet Management within the Public Service of which two years must be at a supervisory level. Good communication and interpersonal relations. Good knowledge of Transport Legislation, Policies, and procedures. Computer literacy. A valid driver's license. Advanced driving will be an added advantage.
<u>DUTIES</u>	:	Management of government fleet in line with Policy Provisions. Analysis and ensure timely submission of monthly VMS reports. Provision of reports (accident, renewal of disks, losses, service). Implement asset management procedures and ensure compliance. Conduct routine inspections to ensure compliance. Ensure compliance to Transport policies, procedures, prescripts and applicable legislation. Implement control measures to identify and prevent irregular, fruitless and wasteful expenditure. Management of personnel.
<u>ENQUIRES</u>	:	Mr ASS Moche, Tel No: 018 388 1506/2404
<u>POST 12/284</u>	:	<u>ADMIN OFFICER MONITORING AND EVALUATION: REF NO: SD/ 2/30/23/I</u> Chief Directorate: Corporate Services Directorate: Strategic Planning Policy Research Monitoring and Evaluation
<u>SALARY</u>	:	R269 214 per annum (Level 7)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. Three year Diploma / Degree in Administration or equivalent qualification. Course in Strategic Management or Monitoring and Evaluation will be an added advantage. Two years' experience in the field of Strategic Planning or Monitoring and Evaluation. Valid Driver's license. Computer literacy. Sound organizational and interpersonal skills. Ability to work under pressure.
<u>DUTIES</u>	:	To compile Departmental monthly, quarterly and Annual Reports as per Treasury regulations. Conduct performance information verification and validations. Assist in facilitation and coordination of the Departmental Performance Reviews. Facilitate capturing of non-financial data on Provincial Information Management System and QPR system. Implementation of the Monitoring & Evaluation Framework.
<u>ENQUIRES</u>	:	Ms N Dila , Tel No: 018 3881642
<u>POST 12/285</u>	:	<u>PERSONNEL PRACTITIONER CONDITIONS OF SERVICE REF NO: SD/ 2/15/23/I (2 POSTS)</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R269 214 per annum (Level 7)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management, Public Administration. Three to five (3-5) year's Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. A Valid driver's license. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Act, Public Service Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.
<u>DUTIES</u>	:	Administering all conditions of service and service benefits for the Department. Perform administrative duties pertaining to service terminations, pension administration, housing, injury on duty, Leave Administration, PILIR Administration, and all allowances applicable to Conditions of service. Responsible for capturing transactions on PERSAL, debt management. Knowledge of OSD. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, audit leave records. Providing monthly, quarterly reports.
<u>ENQUIRES</u>	:	Mr O Metswamere , Tel No: 018 3881408
<u>POST 12/286</u>	:	<u>STATE ACCOUNTANT MANAGEMENT ACCOUNTING: REF NO: SD/ 2/24/23/I</u> Chief Directorate: Financial Management and Administration Directorate: Management Accounting
<u>SALARY</u>	:	R269 214 per annum (Level 7)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 coupled with three year tertiary qualification (National Diploma (NQF6)/B Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial

Accounting and Cost and Management Accounting up to third year level. A minimum of 2-3 years' relevant experience in the financial environment. Extensive knowledge and experience of BAS and Walker systems. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. A Valid driver's license (with exception of disabled applicants).

DUTIES : The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)–monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow. Monitor budget implementation (actual against budget)–monitor spending against budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes. Coordinate the process of monitoring of cash flow. Capture budget shifts and virements. Assist the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Adhere to ad-hoc requests from the Manager. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements..

ENQUIRES : Ms P Maponya , Tel No: 018 3881507

POST 12/287 : **PERSONNEL OFFICER RECRUITMENT AND SELECTION: REF NO: SD/ 2/20/23/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management

SALARY : R181 155 per annum (Level 5)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Grade 12 Certificate. A recognized Bachelor Degree or National Diploma in Human Resource Management, Public Administration. One year practical experience will serve as an advantage. Computer Literacy.

DUTIES : Implementation of recruitment and selection policy and procedures. Provide Human Resource technical support during shortlisting and interviews. Attending Human Resource related enquires. Provide basic administration services.

ENQUIRES : Mr S Zwane , Tel No: 018 3882470

POST 12/288 : **CHILD AND YOUTH CARE TEAM LEADER: REF NO: SD/ 2/25/23/I**
Chief Directorate: Specialist Social Services
Directorate: Crime Prevention

SALARY : R164 391 per annum (OSD)
CENTRE : Matlosana Secure Care Centre (Matlosana)
REQUIREMENTS : Grade 12 Certificate or NQF level, FETC Child and youth Care Certificate/Qualification. Registration with the SACSSP Council and proof of payment of annual fees for current cycle. A minimum of seven (7) years' experience working as Child and Youth Care Worker after obtaining the required qualification, National Diploma or Degree in Child and Youth Care development will be added advantage. Valid driver's licence is required.. Competencies: Knowledge of the Public Service Legislations, Mental Health and Substance abuse related legislations. Must be able to work cooperatively with other, Must be able to build a positive relationship of trust with service users, Must be able to display good ethical and moral conduct, must be able to mentor, coach and provide continuous support, guidance, and advice to service user. Must be able to maintain a health interpersonal relation with others. Must be able to manage the performance and conduct of supervisees, Must be able to convey clear messages/information and write clear reports, Must be able to solve problems, Must be able to plan and organize own work and supervisees work, Must be able to ensure implementation of planned programs and activities for service users. Must be able the promotion and upholding of the rights of service users, Must know the rules and procedures of the treatment center's. Must be able to perform administrative tasks.

DUTIES : Supervise Child & Youth Care Workers. Manage work performance and development of the supervisees. Implementation of norms and standards of Inpatient treatment centres. Monitor compliance to relevant legislations and policies and promote service user's rights. Perform administrative functions including handling over, occurrence book monitoring, loss control inventory control management. Supervise life space intervention, assessment. IDP formulation/implementation. Ensure supervision and escorting of service users..

- ENQUIRES** : Ms P Fourie , Tel No: 018 4925037
- POST 12/289** : **CLEANER REF NO: SD/ 2/9/23/I (14 POSTS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services
- SALARY CENTRE** : R107 196 per annum (Level 2)
: Provincial Office (3 Post)
: Moretele (1 Post)
: Bojanala District (1 Post)
: Ngaka Modiri Molema (1 Post)
: Ramotshere Moiloa (1 Post)
: Tswaing (2 Post)
: Sonop (3 Post)
: aung Old Age Home (1 Post)
: Moretele (1 Post)
- REQUIREMENTS** : Grade 10 or equivalent. Adult education and training. One year relevant experience. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength.
- DUTIES** : Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements.
- ENQUIRES** : Mr ASS Moche , Tel No: 018 3881506/2404
- POST 12/290** : **DRIVER / MESSENGER REF NO: SD/ 2/31/23/I (3 POSTS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 4)
: Provincial Office (Mahikeng)
: Grade 10 or equivalent, Valid Code 10 Driver's license with PDP plus 3 years driving experience. Competencies: Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies.
- DUTIES** : Daily transportation of service beneficiaries, staff members to various destinations. Record & compile monthly log-sheets for pool vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre
- ENQUIRES** : Mr ASS Moche, Tel No: 018 3881506/2404
- POST 12/291** : **GROUNDSMAN REF NO: SD/ 24/08/2021 (2 POSTS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 2)
: Provincial Office (Mahikeng)
: Grade 10 or equivalent AET qualification. One (1) year gardening experience. Basic literacy and numeracy skills. Communication skills. Good interpersonal relationship. Knowledge of Health and Safety Standards.
- DUTIES** : Sweeping and cleaning of the pavement and the surroundings. Maintenance of lawn, trees and flowers. Preparing grounds for functions. Loading and off-loading deliveries. Remove refuses to the relevant truck loading spot. Keep the centre's yard and surrounding clean and tidy. Reporting defects and faulty equipment's.
- ENQUIRES** : Mr ASS Moche , Tel No: 018 3881506/2404

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

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

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

OTHER POSTS

POST 12/292 : **DEPUTY DIRECTOR: LABOUR RELATIONS (COLLECTIVE BARGAINING)**
Directorate: Employee Relations (stationed on the premises of Stikland Hospital)

SALARY : R766 584 per annum (A portion of the package can be structured according to the individual).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Appropriate experience in collective bargaining. Inherent requirement of the job: Ability to communicate in two of the three languages of the Western Cape. Competencies (knowledge/skills/experience): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Public Service legislation and prescripts. Knowledge of all relevant Labour Law legislation and prescripts. Knowledge of rules and prescripts of the relevant Bargaining Councils. Knowledge and skills to bargain, consult and interact with organize Labour/Unions. Ability to work under pressure.

DUTIES : (key result areas/outputs): Providing formal legal advice and guidance pertaining to collective bargaining matters. Building and transforming of collective workplace relations, e.g. monitoring functioning of IMLC's; attend the relevant Bargaining Councils and Chamber meetings. Interpreting of the relevant Labour legislation and collective agreements. Developing and monitoring of policy and prescripts with reference to collective bargaining. Provide Training with regards to collective bargaining matters. Attend and participated in Labour Relations Officers forums, and other forums as requested. Management of support services within the Directorate- Employee Relations. Management of staff within the sub-directorate.

ENQUIRIES : Adv W Small, tel. no. (021) 831-5852

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

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

CLOSING DATE : 21 April 2023

POST 12/293 : **PROGRAMME MANAGER**
Directorate: Information Technology

SALARY : R766 584 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in an IT Environment and Project Management. Appropriate experience in managing a team. Inherent requirements of the job: Certification in Project Management Methodology, COBIT and ITIL frameworks. Valid (Code B/EB) driver's licence. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to travel. Competencies (knowledge/skills): Extensive understanding of COBIT and ITIL principles. Operational management skills Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to work with complexity and ambiguity. Knowledge of Project Management Lifecycle and Processes. Ability to oversight and manage vendor contracts and SLA's. Analytical and strategic thinking. Budgeting and financial management skills. A high level of computer literacy (Advanced MS Office). An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance.

DUTIES : (key result areas/outputs): Assist the director in programme and operational management. Provide project management oversight for new and existing health ICT Systems. Establish and maintain IT project management framework. Develop and

implement a change management framework. Facilitate directorate resource capacity planning. Financial Management. People Management.

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/294 : **REGISTERED COUNSELLOR: GRADE 1**
(Contract Until 31 March 2024)
Central Karoo District

SALARY : Grade 1: R605 469 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Central Karoo District Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment.

DUTIES : (key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers, Form part of the sub-district and district mental health teams.

ENQUIRIES : Ms J Nel, tel no. (023) 414 -3590, E-Mail: Janine.Nel@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 21 April 2023

POST 12/295 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R642 942 per annum

CENTRE : Wellington CDC, Wellington Area, Drakenstein Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at nursing management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to

attend to community needs after hours. Ability to effectively communicate (written and verbal) in two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team and the ability to direct the team to ensure Quality, Primary health Care services. Demonstrate an in-depth knowledge of the Core Package of Primary Health Care Services and public service legislation and various Health Related Acts. In depth knowledge of the National Core Standards/Ideal Clinic standards. Computer literacy (MS Word and Excel). Knowledge of Labour Relations and Disciplinary procedures.

DUTIES : (key result areas/outputs): Operational and strategic management of service in sub-district (CDC, Clinics, Satellites and Mobile). Facilitate the development of community participation programmes and facility-based services based on COPC principles. Ensure that SHERQ and Clinical prescribed policies and procedures are implemented and adhered to. Manage and promote the professional development of personnel at PHC level. Assist PHC Manager with the management of PHC services and related people management duties. Ensure quality patient care, efficient financial control and the effective use of all resources. Management, Implementation and Monitoring of Quality Assurance Programmes. Management of health programmes, HRD Nurse Training supervision.

ENQUIRIES APPLICATIONS : Ms S Theron, tel. no. (021) 862-8861
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 21 April 2023

POST 12/296 : **OPERATIONAL MANAGER NURSING: SPECIALITY (PAEDIATRIC WARD)**
Cape Winelands Health District

SALARY : R588 378 per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Brewelkskloof Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa 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 Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licencing receipt of 2023). Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays, on day and night duty when required. Valid (code B / EB) driver's licence. Compulsory standby for hospital. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy (MS Word, Excel and MS Outlook). Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of the multi – disciplinary team. Good organizational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an operational manager in child nursing setting within standards and the professional/legal framework. Manage and coordinate effective utilization of human resources of the unit and staff development and training of nursing component. Manage, utilize and monitor proper financial and physical resources and information management: Participate in the analysis, formulation and implementation of nursing and quality assurance guidelines, legislation, policies, practices, standards, and procedures. Maintain constructive working relationship with external and internal stakeholders and participate in research studies.

ENQUIRIES APPLICATIONS : Ms AE Klaasen, tel. no. (023) 348-1311
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 21 April 2023

POST 12/297 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (2 POSTS)**
Chief Directorate: Metro Health Services

<u>SALARY</u>	:	Grade 1: R413 688 per annum Grade 2: R487 305 per annum Grade 3: R574 020 per annum
<u>CENTRE REQUIREMENTS</u>	:	Du Noon CHC (1 Post), Vanguard CHC (1 Post) Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Inherent requirement of the job: Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. A valid driver's licence (Code B/EB. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Experience and Diploma in Diagnostic Radiography will be an advantage.
<u>DUTIES</u>	:	(key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub district.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Christoffels, tel no. (021) 200-4500 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	21 April 2023
<u>POST 12/298</u>	:	<u>BED MANAGER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate three National Diploma/ Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a hospital setting in Nursing, Healthcare or Therapy. Appropriate managerial experience. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid Code B/EB driver's licence. Willingness to work shifts. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to bed management within the public sector, and the ability to deliver quality service. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. Computer literacy skills.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible to plan, manage, co-ordinate and maintain patient flow activities relating to bed management at Groote Schuur Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development, quality improvement initiatives and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of Hospital

inpatient facilities and resources. Manage, evaluate and report on all aspects of patient flow management.

ENQUIRIES : Mr A Mohamed, tel. no. (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/299 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)**
Directorate: Supply Chain Sourcing, Sub-Directorate: Infrastructure Sourcing

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage; The procurement processes prescribed by the Construction Industry Development Board; The local built environment industry, incl. cost drivers, supply & demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g., plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.

DUTIES : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms P Snel, email: priscilla.snel@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/300 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**
West Coast District

SALARY : R331 188 per annum
CENTRE : West Coast District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Safety Management or Occupational Health and Safety Environmental Management. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid driver's licence (Code B/EB). Sleep out/over in the district and extensive driving. Ability to communicate in two of the three official languages of Western Cape. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills as well as ability to work in a team across service platforms. Knowledge of relevant legislation, policies incl. Health care 2030 Understanding of the OHS Act 1093 and related regulations. Excellent planning and organizational skills in OHS. Computer Proficiency (MS Office, Word, Ms Excel, MS PowerPoint and Email. Statistical analysis and analytical Skills. Presentation and facilitation skills. Creative, self-motivation and assertiveness. Ability to function under pressure and handle high work volume. Ability to prioritize work and work independently without supervision.

DUTIES : (key result areas/outputs): Promotion of a safe health care environment through monitoring and management of the Occupational health and safety risks within the district. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Education and training within areas of control. Ensuring effective administration of the occupational health and safety activities. Continuous Professional Development.

ENQUIRIES : Ms E Van Ster, tel. no. (022) 487-9269

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

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

CLOSING DATE : 21 April 2023

POST 12/301 : **INDUSTRIAL TECHNICIAN PRODUCTION (MEDICAL GAS)**

SALARY : R269 214 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S-Stream) in Electrical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate/recognisable experience in the area after obtaining the relevant minimum educational qualification. Inherent requirement of the job: Valid (Code B/EB) drivers license. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.

DUTIES : (key result areas/outputs): Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.

ENQUIRIES : Mr. R van Schalkwyk, tel. no. (021) 404-6289, Mr. D Smith, tel. no. (021) 404-6201

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

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

CLOSING DATE : 21 April 2023

POST 12/302 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**

SALARY : Grade A: R 199 317 per annum,
Grade B: R 234 780 per annum,
Grade C: R 274 092 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license (Code B / EB) and own reliable vehicle. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Competencies (knowledge/skills): Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic welding. Appropriate knowledge of air conditioning equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : (key result areas/outputs): Maintenance and repair of all plant and equipment at RXWMCH under the supervision of the Artisan Foreman. Perform standby and overtime duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects / repairs at hospitals and health institutions. Maintain and repairs of mechanical

installations and equipment at health institutions. Assist Artisan Foreman with their duties.

ENQUIRIES APPLICATIONS : Mr M Bhorat, tel. no. (021) 658-5124
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/303 : **ADMINISTRATION CLERK: FINANCE**
Garden Route District

SALARY : R181 599 per annum
CENTRE : Oudtshoorn & Kannaland Sub-district, stationed at Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in a creditors environment. Appropriate experience in capturing information on Logis and BAS systems. Inherent requirements of the job: Willingness to work overtime on short notice to meet operational requirements. Good communication and writing skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of BAS and LOGIS systems. Ability to accept accountability and responsibility and to work independently.

DUTIES : (key result areas/outputs): Clearing suspense amounts and capture journals and payments on BAS system. Process logis payments on system. Assist with calculations and checking of subsistence and travel claims when required. Assist with Debt Management and related functions. Effective and efficient financial control of all financial transactions. Perform statement Reconciliation and document control of payment batches.

ENQUIRIES APPLICATIONS : Ms C Roman, tel. no. (044) 203-7264
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

CLOSING DATE : 21 April 2023

POST 12/304 : **ADMINISTRATION CLERK: SUPPORT (MANAGER: MEDICAL SERVICES: THEATRE)**

SALARY : R181 599 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 certificate (or equivalent). Experience: Appropriate administrative experience in a theatre environment. Inherent requirements of the job: Excellent communication skills, written and verbal in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Exceptional typing skills must be able to type at a speed of at least 50 words per minute, high accuracy. Computer Literacy in MS Word, MS Excel and MS PowerPoint, as well as proof of formal training in these. Knowledge/skills: High sense of responsibility. Must be able to work independently and should be able to take initiative. Proven data capturing experience. Experience in pressure conditions while delivering a high output.

DUTIES : (key result areas/outputs): Maintenance of Manager: Medical Services (MMS) diary. Maintenance of effective communication of the office of the MMS. Production of documents for office of MMS. Effective office administration of MMS' office. Taking of minutes of meetings.

ENQUIRIES APPLICATIONS : Dr AJA Muller, tel. no. (021) 938-4139
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. It will be expected of candidates shortlisted to undergo a typing test. Furthermore, a computer practical test will be taken to assess candidates' computer literacy.

CLOSING DATE : 21 April 2023

POST 12/305 : **ARTISAN ASSISTANT**
West Coast District

SALARY : R151 884 per annum

**CENTRE
REQUIREMENTS**

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

DUTIES

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

ENQUIRIES

: Mr BF Abrahamse, tel. no. (022) 913 1337, Email: Bennet.Abrahamse@westerncape.gov.za

APPLICATIONS

: To the Manager: Medical Services, Radie Kotze Hospital, Main Street, Private Bag x126, Piketberg 7320.

FOR ATTENTION

: Ms LM Titus

NOTE

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

CLOSING DATE

: 21 April 2023