



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2023

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HEALTH:** Please note the following correct requirements for the post of (1) Assistant Director: Management Accounting (Ref No: 7/2023), with remuneration package of R393 711 published in the DPSA, publication no 12 of 2023 on 31 March 2023, with a closing date of 19 April 2023, is as follows: Requirements: A three-year National Diploma or equivalent NQF 7 qualification in Accounting / Auditing or Financial Management. At least three (3) years' relevant experience at supervisory level in Financial Accounting office within Government environment. The closing date is extended to 26 April 2023. We sincerely apologise for any inconvenience caused. **PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the positions of Deputy Director: Forensic Coordination (X2), Ref No: NWP/OOP/2023/15 advertised in the Public Service Vacancy Circular 12 dated 31 March

2023 with the closing date of 19 February 2023, the location of the positions were erroneously indicated as Bojanala. The correct location for the positions is Mmabatho and the post of Director: Youth Enterprise Services, Ref No: NWP/OOP/2023/13 advertised in the Public Service Vacancy Circular 12 dated 31 March 2023 with the closing date of 19 February 2023, the location of the positions was erroneously indicated as Bojanala. The correct location for the positions is Mmabatho and new closing date 21 April 2023. and the Deputy Director: Forensic Coordination (X2), Ref No: NWP/OOP/2023/15 advertised in the Public Service Vacancy Circular 12 dated 31 March 2023 with the closing date of 19 February 2023, the location of the positions were erroneously indicated as Bojanala. The correct location for the positions is Mmabatho and New closing date 21 April 2023.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 10 May 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.

MANAGEMENT ECHELON

- POST 13/01** : **SECRETARY FOR DEFENCE (DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE: REF NO: SECDEF/14/13/23**
(5-year contract)
- SALARY** : R2 068 458 per annum (Level 16), (all-inclusive salary package), which consists of a basic salary (70% of package, employer 's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion to be structured. A non-pensionable allowance equal to 10% of the all-inclusive non-pensionable HOD allowance.
- CENTRE REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria.
: A Senior Certificate, an Undergraduate Qualification and a Postgraduate Qualification (NQF level 9) as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level, at least 3 years of which must be within any organ of State, as defined in the Constitution, Act 108 of 1996. The successful candidate must have a Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government, constitution and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government acts/legislation (Defence Act and regulations, Public Service Act and

regulations; PFMA and treasury regulations and relevant policies and prescripts governing entities within the portfolio and impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector and will be expected to be innovative and have organisational abilities, good writing skills, project management, financial management skills and change management amongst other.

DUTIES : Serve as the Head of the Department of Defence (DOD) and Accounting Officer in accordance with all legislations, regulations and policy prescripts. Perform such functions as may be entrusted by the Minister of Defence & Military Veterans (MOD & MV) that enhances civil control and Parliamentary oversight of the military. As the principal departmental policy advisor, assist the MOD & MV in providing national defence policy and strategy direction. Provide & define Departmental strategic direction in alignment with the priorities, outcomes, policies, and deliverables of Government, including the development of departmental policies, strategies and plans, and the provision of an appropriate Departmental organisational form and structure. Provide DOD governance, risk, and compliance systems for defence resources, with specific reference to the human, financial logistics and ICT domains. Provide for strategic control in the Department, including performance management, monitoring and evaluation; risk management; internal audit and compliance reporting. Manage the Departmental relationships with key Stakeholders and Assurance Providers. Provide defence science, engineering and technology services that enable defence capital acquisition. Provide corporate support services to the MOD & MV. Provide an Arms Control Secretarial and budgetary and administrative support to the National Conventional Arms Control Committee and its Inspectorate. As Head of the Secretariat, he/she manages the Defence Secretariat.

ENQUIRIES : Major General N.E. Mkhize Tel No: (012) 339-5201
APPLICATIONS : Department of Defence, Human Resource Division (Chief Directorate Human Resource Management), Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception. Please use reference number and not the post number.

NOTE : It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job the details will be communicated by the department on the date of the interview. The competency assessment will be limited to successful candidates during the interview process only. Shortlisted candidates will be subjected to personnel suitability checks (pre-employment screening) which may include social media profile checks. Successful candidates will have to undergo a full security vetting while in the employ of the department and a negative outcome shall nullify the employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment and will be required to enter into a five (5) year employment contract and performance agreement with the Minister of Defence and Military Veterans. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right to not fill the advertised post. Due to the large volumes of applications anticipated, 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.

POST 13/02 : **CHIEF FINANCIAL OFFICER REF NO: CFO/17/13/23**

SALARY : R1 590 747 per annum (Level 15), (all-inclusive salary package), which consists of a basic salary (70% of package, employer 's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines).

CENTRE : Armscor Building, Erasmusklouf, Pretoria
REQUIREMENTS : Grade 12 certificate with Bachelor of Commerce degree and a postgraduate qualification in the Finance/Accounting/Auditing field at NQF level 8 as recognised by SAQA. (A CA (SA)) or other financial/auditing professional

qualification or accreditation). A minimum of eight (8) years working experience on Chief Director or equivalent level coupled with extensive management experience in the field of financial management and auditing. Certificate for entry into the Senior Management Service. The successful candidate must have a Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Vast knowledge and understanding of relevant policies and legislations, e.g PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCEA, NT's MCS, etc. Special requirements (skills needed): Financial management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.

DUTIES : Provide support and financial advisory services to the Secretary for Defence (Sec Def), Chief of the South African National Defence Force (C SANDF) and Minister of Defence & Military Veterans (MOD & MV); Manage the budget of the Department of Defence (DOD) effectively and efficiently; Provide responses to parliamentary enquiries; Participate in parliamentary engagements (Portfolio Committee on Defence, SCOPA); Facilitate AGSA audits; Advice and support the management of the DOD; Strategically direct and control the Financial Management Division (FMD); Maintains financial policies. Oversee the execution of the FMD business plans e.g. provide financial instructions to the Sec Def; Provide strategic guidelines for the DOD financial strategic business plan; Control the execution of the financial strategic business plan; Provide effective financial management to ensure the following: Development, implementation and maintenance of transparent internal control systems; Compliance with policies, plans, procedures, laws, regulations, contracts; Safeguarding of assets; Accomplishment of established objectives and goals for operations or programs; Exercise sound budgeting and budgetary control practices; Submission of financial reports; Corrective actions and preventative measures; Reliability and integrity of information.

ENQUIRIES : Ms K.B. Muregu Tel No: (012) 339-5023
APPLICATIONS : Department of Defence, Human Resource Division (Chief Directorate Human Resource Management), Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception. Please use reference number and not the post number.

NOTE : It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job; the details will be communicated by the department on the date of the interview. The competency assessment will be limited to successful candidates during the interview process only. Shortlisted candidates will be subjected to personnel suitability checks (pre-employment screening), which may include social media profile checks. Successful candidates will have to undergo a full security vetting while in the employ of the department and a negative outcome shall nullify the employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment and sign a performance agreement with the Secretary for Defence within three months. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to fill the advertised post. Due to the large volumes of applications anticipated, correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, accept that your application was unsuccessful.

OTHER POSTS

POST 13/03 : **ASSISTANT DIRECTOR: SENIOR AUDITOR REF NO: IAD/11/13/23/01 (X2 POSTS)**

SALARY : R491 403 per annum (Level 10)

CENTRE : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : Grade 12 (NQF L4) or equivalent with Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). Four (4) year's credible experience and applicable experience in Internal Audit in Private or Public Sector. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills. And Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Auditing knowledge, Extensive knowledge of government policies, departmental policy. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management. Extensive knowledge on the frameworks for Performance information, Framework for Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Internal Audit Guidance Manual: AoPI at National & Provincial Departments (NT 1st Edition 2016).

DUTIES : Provision of Independent and Objective Internal Audit Service by ensuring compliance with established policies, procedures and applicable laws and regulations. Objective review of internal audit working papers. Continuous feedback of all activities to the Audit Manager. The rendering of an internal audit monitoring service. Conduct audits as risk identified in the DOD Risk Register. Compile internal audit reports. Review adequacy and application of the accounting, financial and operational controls. Testing the effectiveness and efficiency of the internal control system in the DOD. Discuss and clear audit findings and report with line management. Communicate results in writing including objectives, scope, applicable conclusions, recommendations, and action plans. The Implementation of Internal Audit strategies and plans. Review the planning and execution of internal audits in accordance with the Internal Audit Strategic Plan. Implement a risk-based in conducting audits. Record a plan for each engagement, including the scope, objectives, timing, and resource allocation. The provision of audit supervision. Supervise audits in accordance with the Internal Audit Standards. Supervise audits in accordance with the internal audit standards. Lead and guide the team on engagements. Provide consulting and advisory services as requested and as appropriate. Test the accuracy of internal records, information systems, management procedures and internal controls. Identify areas where continuous assurance audits can be performed. Recommend necessary improvements in the internal control systems. Perform quality reviews on audit work carried out. Manage and motivate subordinates. Ensure professionalism by applying the relevant internal audit standards.

ENQUIRIES : Mrs Adri Rocher Tel No: 012 649 1065.

APPLICATIONS : Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 13/04 : **ASSISTANT DIRECTOR: SENIOR INFORMATION TECHNOLOGY AUDITOR REF NO: IAD/11/13/23/02**

SALARY : R491 403 per annum (Level 10), all-inclusive salary package

CENTRE : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : Grade 12 (NQF L4) or equivalent with Bachelor's Degree/Advanced Diploma NQF Level 7 in Internal Auditing/Business Informatics/Information Technology. Job Related Work Experience: Four (4) years credible and applicable experience in Internal Audit in Private or Public Sector. Special requirements (Skills needed): Information Technology Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills. and Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Knowledge: Information Technology Auditing skills. Financial Administration Skills. Extensive knowledge of Government Policies, Departmental Policies, Departmental decisions and activities as well as on the wider intra-departmental activities in government. Total quality management and Project Management. Information Technology Infrastructure Library. COBIT (Control Objectives for Information and related Technologies). Public Service Corporate Governance of ICT.

DUTIES : Provision of Independent and Objective Internal Audit Service by ensuring compliance with established policies, procedures and applicable laws and regulations. Objective review of internal audit working papers. Continuous feedback of all activities to the Audit Manager. The rendering of an Information Technology internal audit Service. Conduct audits as risk identified in the DOD Risk Register. Compile internal audit reports. Review adequacy and application of the operational controls and Information Technology Systems. Testing the effectiveness and efficiency of the Information Technology systems environments in the DOD. Discuss and clear audit findings and report with line management. Communicate results in writing including objectives, scope, applicable conclusions, recommendations and action plans. The Implementation of Internal Audit strategies and plans. Review the planning and execution of internal audits in accordance with the Internal Audit Strategic Plan. Implement a risk-based in conducting audits. Record a plan for each engagement, including the scope, objectives, timing and resource allocation.

ENQUIRIES APPLICATIONS : Mrs Adri Rocher Tel No: 012 649 1065
: Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 13/05 : **ASSISTANT DIRECTOR: FINANCIAL SUPPORT REF NO: IAD/11/13/23/03**

SALARY CENTRE : R393 711 per annum (Level 09)
: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : Grade 12 (NQF L4) or equivalent with Degree or National Diploma in Finance/HR Management (NQF 6). Special requirements (Skills needed): Knowledge of Audit Committee Charter. Knowledge and understanding of Financial Management, PFMA, and Treasury Regulations. Knowledge of Government Policies, Departmental Policies, DOD Strategic Direction. Knowledge on the framework for Performance Information, Framework for Managing Programme Performance Information, Framework for Strategic Plans, Annual Performance Plans. Well-developed communication and networking skills. Analytical and research skills. Presentation skills. Organising skills. Conceptual Thinking and Problem-solving skills. Computer skills. Decision making skills. Planning skills. Report writing skills. Presentation and facilitation skills. Strong Leadership skills.

DUTIES : The rendering of an effective financial support service to the Division. The compilation of budgetary estimates for the audit teams by means of forecasting, issuing of historical data for planning. The management of Service Agreements and Contracts. Consolidation of inputs in respect of AGSA enquiries. The compilation and management of Financial Delegations. The planning and coordinating of the budget for the Division. Ensure the correct spending plan for the Division. Liaison with the relevant stakeholders regarding finances of the Division. Coupling of the Operational plans to the Division's budget. Advising the office of the CAE on matters that may negatively affect the plans. Monitoring and maintenance of the expenditure plan (Cash flow projections). Rendering of a support service to the DOD Audit Committee and the DOD Audit Management Team meetings. Co-ordinate and facilitate the Audit Committee activities according to the TR, Audit Committee (AC) Charter and leading governance practices and principles to ensure compliance with relevant prescripts and to provide the committee with continuous update on the AC and internal audit profession developments. Support functions include drafting the terms of reference, agendas, circulating the meeting packs and taking minutes of the meetings to Services and Divisions. Drafting of the payment schedules for the DOD Audit Committee members. Submit payment schedules to the Sec Def for signature. Coordinate the capturing of the payments on PERSOL.

ENQUIRIES APPLICATIONS : Mrs Adri Rocher Tel No: 012 649 1065 or Ms S. Nkosi Tel No: (012) 649 1031
: Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 13/06 : **TRAINING OFFICER REF NO: CCDT/16/13/23/02**

SALARY CENTRE : R269 214 per annum (Level 07)
: Centre for Competence Development Training (CCDT) Pretoria.

- REQUIREMENTS** : A recognised National Diploma (NQF Level 6) in Human Resource Development (HRD) or Management of Training. Minimum of one year experience in a training environment. Special requirements (skills needed): knowledge and understanding of Human Resource Development Regulatory Framework including PSCBC Resolutions, Public Service Act, 1994, Public Service Regulations, 2016 as well as knowledge of other HRD prescripts. Excellent presentation and facilitation skills. Excellent written, verbal communication skills, planning and organising skills, time management and ability to work independently as well as part of the team. ETDP Certificates and accreditation as a Compulsory Induction program, facilitator will serve as an added advantage. Valid Driver's Licence and willingness to travel. Candidates must be prepared to undergo a practical test.
- DUTIES** : To design and develop outcome-based learning programmes, design and develop outcome based assessment, conduct research, facilitating skills development of learners. Guide and support learners and evaluate the learning systems.
- ENQUIRIES** : Ms M.J. Nkoana or Mr J.B. Tshigo Tel No: (012) 392 2601/2635.
APPLICATIONS : Department of Defence, Human Resource Division, Training Command (CCDT), Private Bag X161, Pretoria, 0001 or hand delivered to Department of Defence, Poynton Building, 195 Bosman Street, Pretoria (Box 4).
- POST 13/07** : **PROVISION ADMINISTRATION CLERK: PRODUCTION REF NO: MAC/10/13/23/01**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Military Academy Saldanha
REQUIREMENTS : A minimum of Grade 12 (NQF L4) or equivalent. Special requirements (Skills needed): Computer literate (Ms Word, Excel and Power Point), good communications and interpersonal skills. Ability to work under pressure and sense of responsibility. Ability to work individually and in a team. Knowledge of Public Finance Management Act (PFMA) will also be an added advantage.
- DUTIES** : Calculate personnel and quantity of rations to be procured. Prepare ration of petty cash purchases. Reconciliation of cash purchases. Record keeping and database compilation of ration purchased.
- ENQUIRIES** : 2 Lt M.R. Ngwenya Tel No: (022) 702 3007 and S Sgt K.K. Heinze Tel No: (022) 702 3025.
APPLICATIONS : Department of Defence, Human Resource Division, Private bag x2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main building room 12, Frans Erasmus drive, Saldanha, 7395.
- POST 13/08** : **DRIVER REF NO: MAC/10/13/23/02**
- SALARY** : R107 196 per annum (Level 02)
CENTRE : Military Academy Saldanha
REQUIREMENTS : Grade 3- 9 ABET 1-4 or equivalent. A valid driver's licence or Military driver's licence. Minimum of two to three years driving experience. Special requirements (Skills needed): Good interpersonal relations skills, verbal and communication skills, analytical skills, problem solving and communication (verbal and writing) skills. Time management skills.
- DUTIES** : Render an effective driving service to the Training Command Military Academy. Ensure vehicle security and maintenance. Render general administrative and/or messenger services for Training Command. Military Academy, including dispatching documents and any other items as directed.
- ENQUIRIES** : 2 Lt M.R. Ngwenya Tel No: (022) 702 3007 and S Sgt K.K. Heinze Tel No: (022) 702 3025.
APPLICATIONS : Department of Defence, Human Resource Division, Private bag x2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main building room 12, Frans Erasmus drive, Saldanha, 7395.
- POST 13/09** : **GROUNDSMAN REF NO: MAC/13/12/23/03 (X4 POSTS)**
- SALARY** : R107 196 per annum (Level 02)
CENTRE : Military Academy Saldanha
REQUIREMENTS : Grade 3- 9 ABET level 1-4. Special requirements (Skills needed): Good communication (verbal/writing) and interpersonal skills. Must be physically fit to stand/walk long hours.

- DUTIES** : Able to work with chemicals for gardening purposes and gardening equipment (running blades and gardening utensils). Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding, and pruning. Landscape maintenance, cutting of lawn areas with lawnmower, trim with hand cutter or motorized cutter. Raking and removal of refuse. Planting of flowers. Raking and removal of refuse. Planting of flowers. Maintenance of irrigation systems. Watering gardens and sports field area. Maintenance/application of power equipment. Adherence to safety aspects with the use of power equipment.
- ENQUIRIES** : 2 Lt M.R. Ngwenya Tel No: (022) 702 3007 and S Sgt K.K. Heinze Tel No: (022) 702 3025.
- APPLICATIONS** : Department of Defence, Human Resource Division, Private bag x2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main building room 12, Frans Erasmus drive, Saldanha, 7395.
- POST 13/10** : **LAUNDRY AID REF NO: MAC/10/13/23/04**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Military Academy Saldanha
- REQUIREMENTS** : Grade 3- 9 ABET level 1-4. Special requirements (Skills needed): Cleaning of living in linens. Cleaning of table cloths for club.
- DUTIES** : Ensure clean bedding for all living-in members. Ensure all the tablecloths are cleaned as per the schedule of the club. Operating of laundry machines. Distribution of cleaning equipment. Controlling of a linen inventory. Report which items are required, and which are no longer being used. Ensure other staff members receive the required cleaning gear in order to complete the washing as well as cleaning of the laundry. Handle and receive stock items. Ensure that the laundry and cleaning equipment is correctly cleaned. Ensure all broken or losses equipment are reported to the Club Manager. Report any personal issues to the Club Manager as well as any challenges regarding personnel.
- ENQUIRIES** : 2 Lt M.R. Ngwenya Tel No: (022) 702 3007 and S Sgt K.K. Heinze Tel No: (022) 702 702.
- APPLICATIONS** : Department of Defence, Human Resource Division, Private bag x2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main building room 12, Frans Erasmus drive, Saldanha, 7395
- POST 13/11** : **HOUSEHOLD AID REF NO: MAC/10/13/23/05 (X3 POSTS)**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Military Academy Saldanha
- REQUIREMENTS** : Grade 3- 910 ABET level 1-4 or equivalent. Special requirements (Skills needed): Communicate effectively. Must be physical fit and healthy.
- DUTIES** : Prepare and present/serve food items/products. Clean and sanitise the kitchen and dining area environments (ie. Keep the fridge clean daily, tables, cutlery, crockery and stoves.
- ENQUIRIES** : 2 Lt M.R. Ngwenya Tel No: (022) 702 3007 and S Sgt K.K. Heinze Tel No: (022) 702 702.
- APPLICATIONS** : Department of Defence, Human Resource Division, Private bag x2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main building room 12, Frans Erasmus drive, Saldanha, 7395.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE)
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the department through the filling of these posts.

ERRATUM: Kindly note that the advertised post of Senior Vetting Investigator Ref No: CMS03/2023 (post 03/61) in the Public Service Vacancy Circular 03 dated 27 January 2023 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 13/12</u>	:	<u>CHIEF DIRECTOR: OCEANS AND COAST SPECIALIST MONITORING SERVICES REF NO: OC 06/2023</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive salary package), (Remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town An undergraduate qualification (NQF Level 7) in Marine Sciences or Natural Sciences within the related field or a relevant Economic Sciences qualification as recognised by SAQA. A post graduate qualification (NQF Level 10) in Natural Sciences or Maritime Economics will be an added advantage. Applicants must have five (5) years of experience at executive or senior management level within relevant field. Extensive experience in oceans and coastal monitoring, evaluation, and reporting. Knowledge of Oceans and Integrated Coastal management and legislation. Knowledge of ship management; shipping finance and port management processes. Proven strategic management and leadership skills. Experience in policy development and implementation. Good communication skills (verbal and written) with experience in stakeholder engagement. Experience in program and project management. Experience in financial management and related legislations within public sector. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	The successful candidate will be responsible for providing leadership in the development of marine environment monitoring strategy. Provide science-based evidence for effective protection, management and conservation of the ocean and coastal environment. Develop measures to improve compliance and monitoring. Monitor, evaluate and report the effectiveness on the ocean and coastal management mechanisms. Manage large integrated projects and coordinate regional and international programs. Manage the logistics, assets, and infrastructure of the South African National Antarctic Program (SANAP) as well as its associated international obligations. Ensure effective communication and build relationships with key stakeholders nationally, regionally and internationally. Manage the financial resources and ensure availability of adequate and skilled human capacity. Candidate must demonstrate initiative in developing the specialist monitoring competency area.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Lisolomzi Fikizolo Tel No: (021) 493 7029 May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town
<u>FOR ATTENTION NOTE</u>	:	Ms Shirley Nzwane Application must be submitted on a New signed Z83 form obtainable from any Public Service Department with a recent detailed Curriculum Vitae in order to be considered. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documentation. Note that should you not use the newly amended Z83 and completed, initialled, and signed in full, the department reserves the rights to disqualify your application. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment,

including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, A pre- entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>. Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 02 May 2023
- POST 13/13** : **DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO25/2023**
(5 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification in Logistics Management/Supply Chain Management or relevant qualification on (NQF7) within the related field as recognised by SAQA. Applicants must have a minimum of five (5) years of relevant experience at middle/senior management level. Knowledge of acquisition and demand management, procurement, and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Ability to control and manage the acquisition of services and assets of the department. Knowledge of asset management; Government budgeting processes; Financial accounting; Auditing; Forensic Accounting, Risk management. Knowledge of Public Service financial legislative frameworks. Good negotiation skills; management and project management; Good interpersonal relations Stakeholder engagement; Research skills. Strategic Capability and Leadership; Programme and Project Management; Financial Management and change Change (delete) Management. Ability to develop, interpret and implement policies, strategies, and legislation. 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** : Manage the implementation of demand and acquisition management services. Manage compliance with supply chain management prescripts. Manage the bid process in line with the National Treasury Regulations. Manage the implementation of Chapter 16A of Treasury Regulations. Manage the procurement of goods and services within timeframes. Monitor, analyse and implement SCM policy and National Treasury Instruction notes. Advertising bids in an appropriate, fair, equitable, transparent, competitive, and cost-effective procurement process. Ensure the adherence for validity period of bids/tenders, review and monitoring thereof. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee. Manage BAC calendar and invites meetings. Check recommendations and documentation to the Departmental Bid Adjudication Committee (BAC). Ensure Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Develop and implement audit action plan on findings by the Auditor General and internal audit. Develop and implement a risk register for the Chief Directorate. Ensure continuous improvements and controls. Manage the

**ENQUIRIES
APPLICATIONS**

submission of monthly reports on CFO dashboard. Manage the submissions and reporting of deviations and variations.

: Mr K Magano Tel No: (012) 399 9515
: 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.

**FOR ATTENTION
NOTE**

: 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.

CLOSING DATE

: 08 May 2023

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)**

OTHER POSTS

- POST 13/14** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: ADSS/CO/27/2023**
- SALARY** : R491 403 per annum (Level 10), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience level on salary level 7 or 8 in education/teaching and learning environment or related field. 1st preference will be given to a female applicant. Sound knowledge of career guidance including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's license. Strong interpersonal, communication, analytical, client oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organizing, financial management; report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act Knowledge of Teaching and Learning Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.
- DUTIES** : Oversee administration of the student support services unit. Overall management and coordination of Student Support Services unit within the College. Management and provision of student counselling services. Management and provisioning of career guidance, counselling and academic support for students. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and disability within students. Management and implementation of sport, recreation, arts, and culture programs in the college. Management of all human, financial and other resources of the unit. Regular reporting to Senior Management. Provide relevant and timely management information.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
- APPLICATIONS** : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have

foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the

- CLOSING DATE** : 05 May 2023.
- POST 13/15** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DHET01/04/2023**
 Period: Twelve (12) Month Contract
 Branch: Office of The Director-General
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management, Public Management/ Administration, or equivalent qualification. A minimum of five (5) years of work experience in an executive office of which three (3) years should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high-quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organisational and administrative skills, excellent analytical skills, events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's licence.
- DUTIES** : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences and organising meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work. Willingness to travel and a valid driver's licence.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Ms S Liwane Tel No: 012 312 6365
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required).
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive

preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Note All short-listed candidates may be required to undertake writing/computer exercises.

- CLOSING DATE** : 16 May 2023
- POST 13/16** : **CAMPUS ADMINISTRATOR REF NO: CA/CO/28/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 or equivalent qualification. An appropriate recognized 3-year National Diploma/Bachelor's Degree in Administration/ Office Management and Technology/Public Management or any relevant equivalent qualification. 2 years relevant working experience in an administration environment. Knowledge: Knowledge and understanding of the TVET sector. Knowledge of the Public Service legislations and policies. Experience in using Management Information System (MIS) will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Must be computer literate. Must have a valid driver's licence. Values: Client service focus, Integrity, Committed, Proactive and Loyal.
- DUTIES** : Render administrative support services. Administer and coordinate human resource services. Provide procurement services. Maintain a proper filing system. Administer student registration and examination process. Ensure the correct set up of the campus EMIS and to keep up the data capturing functions of the relevant staff. Assist with administrative, financial and personnel control. Monitor campus expenditure according to the approved campus budget. Attend inspection and campus audits and also instate effective control measures to ensure compliance. Supervision of all respective housekeeping functions and staff in respect of grounds and buildings. Maintain the general support services functions to education and training of the college strategic interventions. Liaise with all suppliers of goods and services to the campus to ensure that the procurement requirements are achieved.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
- APPLICATIONS** : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your

application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023.
- POST 13/17** : **STUDENT SUPPORT SERVICE OFFICER REF NO: SSS/CO/29/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
CENTRE : Central Office: Park Town
REQUIREMENTS : National Senior Certificate/ Grade 12/ or equivalent. A recognized National Diploma/ Degree in Social Science / Psychology / Education or equivalent relevant qualification. 2 years' experience in student support services in Education/ Teaching and Learning environment. Computer literacy (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed valid driver's license. Skills: Administrative, Interpersonal relations, Problem solving and analytical, Communication and listening skills.
- DUTIES** : Assist with the provisioning of student support services and placement assessment. Assist with the implementation of student work placement and Work Integrated Learning (WIL) policies. Assist with career guidance, counselling and academic support for students and examination administration. Assist with the coordination and maintenance of sport, recreation, arts, and culture activities for student. Assist with the facilitation of student governance and student leadership development and exit support programme. Assist with the provision of student financial aid services support. Provide student liaison services at the Campus. Guide students and path their careers. Manage the induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students by liaising between stakeholders/Persons. Assist with academic support plan for identified students. Address socio-economic students matters appropriately including substance and other related matters. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Conduct home visits when necessary and interview / counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support student, families by establishing and delivering absence reduction programs.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
APPLICATIONS : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority

(SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023
- POST 13/18** : **EXAMINATION OFFICER REF NO: EXAM/CO/ 30/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Matric certificate/ Standard 10 or equivalent. A recognized 3-year National Diploma/ Degree in Education and Business-related qualification (NQF level 6) or equivalent qualification. 2–3 years' relevant experience in the Teaching and Learning environment. Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures Knowledge of White Paper on PSET Act Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system and TVETMIS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Good communication and interpersonal skills. Good planning, organizing, time management, financial skills Analytical and problem-solving skills good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.
- DUTIES** : Ensure the overall supervision and coordination of effective and efficient internal and external examination and assessment services in the college. Coordinate meetings of assessment and examination matters in the Campus. Coordination of subject committees and the setting of quality assessment tasks. Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines. Ensuring that ICASS & ISAT marks are captured on time and submitted as per the DHET Management Plan. Drafting of the College Assessment Schedule. Ensure the overall supervision, coordination and training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of a functional Irregularity Committee. Ensure the overall supervision and management of issuing certificates. Ensure overall supervision and proper administration of both the internal assessment and external examination services. Supervising human, physical and financial resources. Developing College Assessment and Moderation Policies and Procedures. Provide administration support for the examination unit. Manage all human, financial and other resources in the unit.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
- APPLICATIONS** : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or

applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023
- POST 13/19** : **FINANCIAL AID OFFICER REF NO: FAO/CO/31/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Senior Certificate/Grade 12 Certificate or equivalent. A 3 year recognised National / Degree (NQF level 6) in Accounting/ Financial Management/ Financial Information System or any finance related qualification. 3 years' relevant work experience in financial service environment /bursary environment. Knowledge in Public Finance Management Act (PFMA) and Departmental policies, and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of basic Financial operating systems (ITS etc.). Basic knowledge of practices as well as the ability to capture data operating computer and collate financial statistics. Basic knowledge of Public Service Financial legislations, procedures, and Treasury regulation (PFMA, DORA, PSR, PPPFA, Financial manual. Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, and Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, always willing to assist clients, Team player, Reliability. Computer literacy. Understanding of student financial aid and bursaries. Interpersonal relations, accuracy, aptitudes of figures administrative skills, communication skills (both writing and verbal). A valid Driver's licence will be an added advantage.
- DUTIES** : Facilitate the administration of bursary and financial aid schemes application process for the College in line with NSFAS guidelines. Review application for financial aid. Analyse NSFAS provisionally funded students. Coordinate the authorization of disbursement funds. Facilitate other financial aid schemes i.e. WRSETA, SERVICE SETA, etc. Report on all bursary and financial aid allocation to the financial aid committee, other stakeholders and supervisor. Supervise staff.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
- APPLICATIONS** : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your

application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023.
- POST 13/20** : **REGISTRY CLERK REF NO: RC/CO/32/2023**
- SALARY** : R181 599 per annum (Level 05), plus benefits
CENTRE : Central Office
REQUIREMENTS : Standard 10/ Grade 12 or equivalent. A recognised 3-year National Diploma/ Degree or equivalent qualification will be advantageous. 1-2 years' relevant working experiences in registry. Knowledge of registry duties, practices. Ability to capture data and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of disposal procedure, Skills required –Reading, Self-discipline, Planning and organizing. Good verbal and written communication. Computer Literacy. Flexibility and Teamwork.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal. Sort, register and dispatch. Open GPW mail and record in registers where prescribed. Distribute mail as per procedures. Returning undelivered mail. Open and close files according to record classification system and/or applicable register. Documents issued as per procedure. File/store, trace (manually) and retrieval of documents and files. Complete indexing for all files. Open and maintain registered post registers. Open and maintain remittance register for all moved post. Attend to clients. Creating and maintaining a records management system. Performing data entry tasks. Updating existing records. Maintaining college archives.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
APPLICATIONS : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship

and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023
- POST 13/21** : **LIBRARY CLERK REF NO: LBR/EP/33/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), plus benefits
: Central Office
: ABET Level 4/ Standard 8/ Grade 10. A recognised National Diploma (NQF 6) in Information Management / Library or equivalent qualification will be an advantage. 0-6 Months experience Semi Skilled Manual. Knowledge of building maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies, and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement Knowledge of circulating of materials, operating computer, and collecting statistics register. Knowledge of understanding information research database. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Administrative Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management Client service focus. Integrity. Committed. Proactive. Loyal. Ethics.
- DUTIES** : Assist in providing information and library services. Assist in bookshop and resource centre administration. Assist in supporting independent research and learning. Assist in the marketing of the IRC to create awareness, increase usage and current services. Assist in cataloguing, classification, issuing of books to students and lecturers. Render general administration and logistical support. Assist in ordering and processing of new materials. Identify resource needs and provide detailed motivations for acquisition.
- ENQUIRIES APPLICATIONS** : Mr. B Khakhu Tel No: 011351 6000
: Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship

and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023
- POST 13/22** : **SUPERVISOR: CLEANING SERVICES REF NO: SCS/SMT/34/2023**
- SALARY** : R151 884 per annum (Level 04), plus benefits
CENTRE : Central Office
REQUIREMENTS : ABET Level 4 / Standard 8/ Grade 10. 1-2 Years' experience in Cleaning Services environment. Knowledge: Knowledge of facilities policies and procedures. Knowledge of relevant legislation, prescripts, policies and procedures, Knowledge of hygiene and the storage cleaning material and equipment, Skills: Reading, Communication (verbal and written), Operating of gardening and cleaning equipment, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined.
- DUTIES** : To supervise cleaning services. Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Make requisition and issue cleaning materials. Supervise cleaners. Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Supervise the maintenance of office buildings. Conduct regular building inspections. Supervise the attendance to minor electrical, plumbing and carpentry problems. Supervise the maintenance of office equipment and furniture, repair of broken furniture and equipment. Report defects. Supervise the safekeeping of maintenance tools and supplies.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
APPLICATIONS : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.
- CLOSING DATE** : 05 May 2023

POST 13/23 : **HANDYMAN REF NO: HDY/EL/35/2023**

SALARY : R128 166 per annum (Level 03), plus benefits

CENTRE : Central Office: Park Town

REQUIREMENTS : ABET Level 4/ Standard 8/ Grade 10. 0-6 Months experience. Semi Skilled Manual. Knowledge: Knowledge of building maintenance, Knowledge of infrastructure policies, Knowledge of relevant legislation, prescripts, policies and procedures, Knowledge of building laws, Safe keeping of tools. Storage requirement, Skills: Operating equipment, Communication (verbal and written), Reading, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined.

DUTIES : To maintain office buildings and equipment. Maintenance of office buildings machinery. Conducting regular building inspections. Attending to minor electrical, plumbing, painting and carpentry problems. Maintenance of office equipment and furniture. Repair of broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr. B Khakhu Tel No: 011351 6000

APPLICATIONS : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.

NOTE : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

CLOSING DATE : 05 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS

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

<u>APPLICATIONS</u>	:	Applications can be e-mailed to dhs-applications@tanatanosolutions.co.za
<u>CLOSING DATE</u>	:	02 May 2023 at 16h00
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1 st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process

MANAGEMENT ECHELON

<u>POST 13/24</u>	:	<u>DEPUTY DIRECTOR-GENERAL: AFFORDABLE, RENTAL AND SOCIAL HOUSING REF NO: DOHS/09/2023</u> Branch: Affordable, Rental and Social Housing
<u>SALARY</u>	:	R1 590 747 per annum (Level 15), all-inclusive salary package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 in Human Settlements, Public Management or any other relevant qualification as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA). Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to property management, evaluation of compliance with applicable legislation and regulations, ability to draft reports, familiarity with the human settlement sector. Extensive knowledge of applicable legislation, policies, procedures, prescripts, and practices in the affordable, rental and social housing environment. Expert knowledge of operation and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Manage and facilitate the implementation of affordable housing programmes and projects. Oversee the implementation of affordable, rental, and social housing

programmes and projects. Manage and facilitate the implementation of transversal programmes and projects. Provide Leadership and oversight on frameworks or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans for affordable, rental and social housing programmes and projects. Ensure alignment of the business planning framework with e-system and digitalization of programmes.

ENQUIRIES

: Ms M Thusi Tel No: 012 444-9013

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	09 May 2023
<u>NOTE</u>	:	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 ERRATUM: 1. Kindly note that the post of Director: ICT Systems Management and Business Intelligence with Ref No: 23/45/ISM, Post 12/56 advertised in the Public Service Vacancy Circular 12 dated 31 March 2023 with a closing date 21 April 2023 has been withdrawn. 2. The requirements on the experience for the post of Director: ICT Testing and Quality Assurance with Ref No: 23/42/ISM, Post 12/59 has been amended and should be read as follows: 5 years' experience at middle/senior management level of which 3 years must be in application and infrastructure Testing/Quality Assurance. Therefore, the closing date will be extended to 09 May 2023 We apologize for the inconvenienced caused.

OTHER POSTS

<u>POST 13/25</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO: 2023/49/GP (X2 POSTS)</u>
<u>SALARY</u>	:	R533 631 – R1 247 166 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Johannesburg
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to details; Ability to maintain interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register

- trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Ms R Moabelo Tel No: (011)332 9000
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Legal practice Council must accompany the application.
- POST 13/26** : **SOCIAL WORK SUPERVISOR: GR1-2 REF NO: 41/23EC**
- SALARY** : R401 691 - R747 282 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Port Elizabeth
: Bachelor's Degree in Social Work which allows for professional registration with the SACSSP; Professional registration with the SACSSP as a Social Worker; A minimum of 5 years appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; knowledge and application of Family Law, including mediation in certain divorce matters Act, Maintenance Act and Domestic Violence Act, Children's Act (inclusive of Hague Convention on international child abduction); A valid driver's licence; Social work supervisory experience will be an added advantage. Skills And Competencies: Supervisory skills; Computer literacy (MS Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Provide advise to Family Counsellor to ensure an effective service delivery; Implement the performance management and development system within the office; Provide Forensic Family Counsellor service with regards to the best interest of the Child is upheld through the relevant programmes within the office; Supervise administrative functions required within an office and undertake a higher level of administrative function.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- POST 13/27** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 17/23/NC/RO**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Kimberley Northern Cape
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Management; A minimum of 3 years' experience in human resource management environment at supervisory level; Knowledge of PERSAL System, human resource management directives/policies/prescripts; Knowledge and understanding of Employment Equity Act, Basic Conditions of Employment Act, Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, , Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance, Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Interpersonal skills; conflict management and problem-solving skills; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Facilitate the administration of attraction, recruitment, selection, appointment and exit of the employees; Facilitate the implementation of employee compensation, general conditions of services, benefits and incentives; Facilitate the administration of human resource related matters for correct implementation of human resource management practice; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. D Kistoo Tel No: (053) 802 1374
 : 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 13/28** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 2023/48/GP**
- SALARY** : R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney, Johannesburg
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection. Represent the department in all matters of arbitration proceedings.
- ENQUIRIES APPLICATIONS** : Ms R 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 Physical address: 7th floor; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 13/29** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Uitenhage Ref No: 40/23EC
 : Magistrate, East London Ref No: 44/23EC: (This is a re-advertisement, applicant who previously applied are encouraged to re-apply)
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting or any other relevant equivalent qualification in the field of languages and a minimum of 3 years' practical experience in Court interpreting; or Grade 12 certificate with ten years practical experience in court interpreting Proficiency in English and two or more indigenous languages (preference will be given to languages used in the area and sign language); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
- NOTE** : Separate application must be made quoting the relevant reference number. Applicants will be subjected to a language test – speak, read and written)
- POST 13/30** : **MAINTENANCE OFFICER MR3 – MR5 REF NO: 23/VA32/NW**
- 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** : Magistrate Court: Potchesfroom

- REQUIREMENTS** : LLB Degree or recognised 4 year legal qualification; At least 2 years' post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- 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. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. L. Shoai Tel No: (018) 397 7088
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 13/31** : **MAINTENANCE OFFICER: (MR1-MR5): (X2 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** : Magistrate Office, Mitchells Plain Ref No: 31/2023/WC
Magistrate Office Mashishing Ref No: 2023/47/MP
- REQUIREMENTS** : LLB Degree or a four-year recognized legal qualification; Knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages: Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- 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** : Cape Town: Ms S Davids Tel No: (021) 370 4244
Nelspruit: Mr. LT Mndbele Tel No (013) 753 9366
- APPLICATIONS** : **Cape Town:** Please forward your application to: Provincial Head: Private Bag X9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town for Attention: Cape Town: Ms L Keyster
Nelspruit: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice&Constitutional Development; Private Bag X 11249 Nelspruit 1200 OR 4TH Floor Nedbank Building 24 Brown Street, Nelspruit.
- NOTE** : Separate application must be made quoting the relevant reference number

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below post and quote the post name in the subject line of the e-mail address to receive an acknowledgement. Hand-delivered applications can be submitted to the or Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 05 May 2022. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed or comprehensive CV only Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 13/32** : **DEPUTY DIRECTOR: RISK MANAGEMENT**
 Chief Directorate: Internal Audit
 Directorate Risk, Governance and Compliance
- SALARY** : R766 584 per annum (Level 11), This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria
 Applicants must be in possession of an undergraduate qualification (NQF level 6) as recognized by SAQA in Risk Management / Internal Auditing or related qualification. 3 - 5 years of experience at supervisory / managerial level in Risk Management / Internal Auditing or related field. Professional Membership with IIA/IRMSA will be an added advantage. Competencies: Knowledge and understanding of the Public Finance Management Act of 1999, Treasury Regulation, Public Sector Risk Management Framework, King Report on Corporate Governance, ISO 31000 standards on Risk Management and COSO integrated Risk Management Framework. Knowledge of Auditing and Accounting principles and practices. Knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Risk Management. People management Planning and organizing Time management Strategic Planning Policy analysis and development Facilitation skills Report writing skills Analytical skills Computer skills (MS Word, Excel and PowerPoint) Ability to work as a team and independently Ability to work under pressure and meet deadlines.
- DUTIES** : Develop and review the departmental wide risk management framework (policies, strategy, implementation plan. Develop and review anti-fraud and corruption framework (policy, strategy, fraud prevention plan) Manage and facilitate the institutionalization of risk management awareness. Coordinate and facilitate risk assessment processes. Oversee risk management function within the Department Conduct frequently reviews of departmental risks Update and maintain departmental risk register. Provide monthly and quarterly progress reports on implementation of risk management plan and strategies Monitor and evaluate the implementation of Risk Management Policies and Strategies. Liaise with directorates to ensure identification and management of

risks Monitor and facilitate Risk Management Committee activities. Conduct awareness campaign on fraud and corruption activities Monitor and implement controls to combat fraud and corruption Conduct risk research and analysis Manage resources within the unit including budgeting Provide administrative support and management to the Directorate.

ENQUIRIES : Ms Motaung Tel No: (012) 351 1688
APPLICATIONS : Please e-mail your application to ddrm23@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 13/33 : **DEPUTY DIRECTOR: GOVERNANCE, PERFORMANCE AND IT AUDITS**
 Directorate: Governance, Performance, And It Audits

SALARY : R766 584 per annum (Level 11), This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an undergraduate qualification (NQF 6) as recognised by SAQA in Information Technology / Informatics / Computer Science At least 3-5 years' experience at junior / middle managerial level in ICT Audits A Certified Information Systems Auditor (CISA) / Certified Information Security Manager (CISM) or equivalent professional certification is an added advantage Training in ACL or equivalent data analytics tool will be added advantage Training in Hacking and / or Network Security or equivalent data analytics tool will be added advantage Registration and proof of active membership with the ISACA/Institute of Internal Auditors (IIA) or equivalent professional institute will be an added advantage Valid code B driver's license. Competencies: Solid IT audit experience with a broad range of exposure to all aspects of ICT general controls, business planning, systems analysis; application development; Computer Assisted Audit Techniques (CAATs) and network security. Knowledge and implementation of COBIT, ISO27001/2, ITIL, PMBOK/PRINCE II Frameworks in the execution of Information Technology Audits (i.e., IT Infrastructure, IT Operations, IT Security, ERP systems); Experience in auditing techniques (CAATs) or data analytics, including scripting; Understanding of business processes and systems; Knowledge and understanding of ICT enterprise-wide risk management; Knowledge of the public sector regulatory framework, e.g. the Public Finance Management Act and Treasury Regulations; Strategic and analytical thinking; Leadership skills; Client service orientation; Interviewing and investigating skills Ability and willingness to travel extensively abroad.

DUTIES : Provide strategic and operational management support on the ICT Audits annual and long-term planning; Manage and execute Information Technology and/ Internal Audits. Conduct internal audit in a computer environment; Review and execute audit plan. Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure; Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit Committee; Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines; Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function; Monitor adherence to internal audit standards and procedure. Facilitate the Audit Committee functions.

ENQUIRIES : Mr V Kgware Tel No: (012) 351 1250
APPLICATIONS : Please e-mail your application to ddgpita23@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 13/34 : **INTERNAL AUDITOR (X2 POSTS)**

SALARY : R269 214 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Senior Certificate plus a Degree / Diploma in Accounting / Internal Auditing / Information Systems (NQF level 6) or equivalent qualification. At least 1 to 2 years working experience in an Internal Audit or IT Auditing environment as an Intern or equivalent. Added

Advantage: Completed Internal Audit Technician (IAT) or attendance of any formal internal audit related training offered by the Leadership Academy of Institute of Internal Auditors South Africa (or equivalent) during Internship. Competencies: In depth knowledge and understanding of internal audit practices based on theory from academic tertiary and practice of Internal Audit during Internship. Knowledge the relevant Public Service and Treasury regulations such as PFMA and its prescripts. Basic knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors as included in the theory academic qualification and limited practice during Internship. Computer Skills (work, excel, etc.) Time Management Planning & Organising Ability to work as a team (human, and interpersonal relations) and independently Ability to work under pressure Communication Skills (writing and verbal).

DUTIES

: Plan logistics where applicable for allocated audit projects under the supervision of the Senior Internal Auditor. Conduct audits; evaluations on internal controls, and identification of risks on the processes within Department under the supervision of the senior Internal Auditor. Compiling of detailed audit programmes for all activities assigned to that form part of an audit under the supervision of the senior Internal Auditor. Execution of the audit programmes for audits under the supervision of the senior Internal Auditor. Form part of the entry and exit meetings during audits under the supervision of the senior Internal Auditor. Drafting preliminary audit findings for review by the Internal Audit Supervisor in accordance with Internal Audit methodology.

ENQUIRIES

: Mr V Kgwale Tel No: (012) 351 1250

APPLICATIONS

: Please e-mail your application to ia23@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 02 May 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 13/35** : **PROFESSIONAL MINERAL ECONOMIST REF NO: DMRE2352**
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's degree in Geology/ Mining/ Economics of mining/ minerals/ petroleum / environmental science (NQF Level 9) with minimum of 10 years or more working experience in relevant fields which 5years should be at middle management PLUS the following competencies: Knowledge of: Advanced knowledge of mineral and petroleum commodities. Knowledge of the mining

and upstream petroleum industries. Knowledge of developments in the South African and in global specific and total mineral. Public Service Regulations. Mining, mineral and upstream petroleum legislation. Balanced perception of economic developments and trends. Skills of: Well -development supervisory and mentoring skills. Analytical skills (ability to compile and analyse data). Leadership submission on route skills. Ability to work independently and in a team. Decision making capabilities. Organising and administration skills. Strong problem skills. Presentation skills. Computer Literacy. Communication skills. Thinking demands: Meticulous and logical. Innovative and creative thinking capabilities. Ability to question, analyse, recognise problems and form conclusions. Ability to independently take appropriate corrective action. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

DUTIES : Oversee and manage the shale gas project development and implementation of action plan. Oversee and manage the implementation of Ocean Economic Operation Phakisa Plan. Play a meaningful role in the development of empowerment strategies in the mineral and upstream petroleum sectors. Develop programmes and guidelines for mentoring. Manage and facilitate research and reporting by SOEs involved in oil and gas, coordinate and provide relevant information that will enhance global competitiveness and attract new investment into the South African economy.

ENQUIRIES : Ms N Ngcwabe Tel No: 012 444 3004
NOTE : Female candidates are encouraged to apply.

OTHER POSTS

POST 13/36 : **SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2353**

SALARY : R908 502 per annum (Level 12), (all-inclusive package)
CENTRE : North- West Region, Klerksdorp
REQUIREMENTS : National Diploma in Mining Engineering (NQF level 6) PLUS Mine Managers Certificate of Competency with minimum of 3 years' experience at junior managerial level in mining with Driver's licence PLUS the key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES : Coordinate, conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosive, blasting operations and other matter relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary boards of examiners. Coordinate the investigation, consultation and provision of input on mines closures, prospecting rights, mining rights and permit, EMP's and township development. Provide managerial activities.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4300
NOTE : Indian/ coloured/ white males and females are encouraged to apply

POST 13/37 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2354**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering, Valid

driver's licence with minimum of 3 years in the mining Knowledge of: Mine Health and Safety Act and Regulation and Legal proceedings. Mining engineering – Mine equipment e.g., Winder, Boilers, plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management Skills, Planning, Leading, Organisational and Controlling Skills. Report writing and Formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer Skills Thinking Demand: Innovative thinker. Innovative thinker. Analyse situations carefully, Make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines i.e. Winder lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, conduct and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals and provide managerial activities.

ENQUIRIES : Mr. T Doyle @ 082 445 6894
NOTE : Indian, Coloured and White female are encouraged to apply

POST 13/38 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2355**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering, Valid driver's licence with minimum of 3 years in the mining Knowledge of: Mine Health and Safety Act and Regulation and Legal proceedings. Mining engineering – Mine equipment e.g., Winder, Boilers, plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management Skills, Planning, Leading, Organisational and Controlling Skills. Report writing and Formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer Skills Thinking Demand: Innovative thinker. Innovative thinker. Analyse situations carefully, Make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines i.e Winder lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, conduct and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals and provide managerial activities.

ENQUIRIES : Ms T Gogela Tel No: (013) 653 0514
NOTE : Indian, Coloured and White female are encouraged to apply

POST 13/39 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2356 (X2 POSTS)**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Mpumalanga Region, Witbank

<u>REQUIREMENTS</u>	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Teamwork. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.
<u>DUTIES</u>	:	Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.
<u>ENQUIRIES</u>	:	Ms T Gogela Tel No: (013) 653 0514
<u>NOTE</u>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<u>POST 13/40</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2357</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu- Natal Region, Durban
<u>REQUIREMENTS</u>	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Teamwork. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.
<u>DUTIES</u>	:	Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.
<u>ENQUIRIES</u>	:	Ms M Sebitloane Tel No: (031) 335 9626
<u>NOTE</u>	:	Indian, Coloured and White female are encouraged to apply
<u>POST 13/41</u>	:	<u>ASSISTANT DIRECTOR: GAS POLICY REF NO: DMRE/2359</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Petroleum Engineering / Metallurgical / Chemical /Process Engineering / Natural Science / Geology. Degree in Law (B Proc, BCom Law, LLB) (NQF level 6) Certificate in legislative drafting /policy development/ nuclear science / energy studies/ Monitoring and Evaluation in Public Sector with minimum of 3 year 'experience in the Gas sector. Knowledge

of: Policy Development Process. Detailed knowledge of energy sector. Project management. Financial management. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Planning and organising. Project management. Communication (verbal and written). Policy analysis and development. Computer. Presentation skills. Interpersonal skills. Language skills Thinking demand: Analytical, creativity and decision reasoning /making.

DUTIES : Identify, develop and review existing /new policies, legislation and strategies on natural gas sector. Conduct secondary research on policy related matters. Identify, consult and collaborate/ engage with relevant stakeholder and conduct public hearings for public inputs on proposed policies and legislation. Conduct policy and legislation presentations and represent the department at various forums or workshops on gas sector policy related matter. Disseminate information and awareness on policy and legislation related developments/trends. Monitor and report on the implementation of gas policies and legislation. Provide managerial activities.

ENQUIRIES : Mr G Nhlapho Tel No: (012) 444 3836
NOTE : Indian, Coloured or White males are encourage to apply. Preference will be given to candidate with law qualification.

POST 13/42 : **PROJECT COORDINATOR REF NO: DMRE/2360**

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Post- Graduate in Project Management as a major (NQF level 7) with minimum of 1 year 'experience as a Project Administrator Knowledge of: Deep knowledge of mineral resources and energy sector and wide range of activities. Skills: numeracy, literacy, Language skills, project Management, Financial Management, Economic Statistical analysis. Thinking demand: Problem solving, Planning, Decision Making, Creativity, information evaluation, decision- making and innovative.

DUTIES : Oversee the activities of Project Administrators. Analyse consolidated programme reports and identify trends with regard to deviations from milestones, project costs and technical compliance. Investigate and advice on interventions to rectify deviation from milestones, project costs and technical compliance with specifications. Provide advice on the application of project management and reporting principles. Provide Managerial activities.

ENQUIRIES : Mr G Nxumalo Tel No: 012 406 7450
NOTE : Indian or Coloured or White candidate are encourage to apply.

POST 13/43 : **ENVIRONMENTAL OFFICER REF NO: DMRE/2361**

SALARY : R331 188 per annum (Level 08)
CENTRE : Limpopo Region, Polokwane
REQUIREMENTS : Bachelor's degree/ Bachelor Technology degree/ Advanced Diploma in Environmental/ Natural Science (NQF 7). Driver's licence. PLUS 1-year relevant experience PLUS the following key competencies Knowledge: of integrated environmental management relative to prospecting and mining work programmes. Knowledge of impact assessment remediation and evaluation methods. Knowledge of environmental legislation. Knowledge of mining method, mining processes, mining waste generation and disposal. Knowledge of new computer software available in the market. Knowledge of the principles and application of management Skills: Good negotiation skills. Good research skills. Integration of social, economic, bio- historical impacts. Personnel management. Working and creating teamwork. Good verbal and non-verbal communication skills. Excellent English reading and writing skills thinking demands: Pragmatic environmental problem-solving abilities. Innovative thinking abilities. Ability to manage diverse public demands.

DUTIES : Evaluate environmental management plan, Environmental impact assessment, scoping report, closure plans and other technical and environmental documents. Conduct environmental compliance, auditing, Performance assessment and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of

		administrative justice. Facilitate the rehabilitation of liquidated and incapacitated mines.
<u>ENQUIRIES</u>	:	Mr TC Kolani Tel No: (015) 287 4761
<u>NOTE</u>	:	Indian, Coloured or White males are encourage to apply.
<u>POST 13/44</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2362</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma in Law or LLB (NQF Level 7) with a minimum of 1 year experience in basic administration and legal procedures. PLUS, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs, Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Able to think when exposed to demanding situations.
<u>DUTIES</u>	:	Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting or refusal of rights and permits. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts.
<u>ENQUIRIES</u>	:	Mr MK Mutheiwana Tel No: (053) 807 1700
<u>NOTE</u>	:	White males are encouraged to apply.
<u>POST 13/45</u>	:	<u>STATE ACCOUNTANT REF NO: DMRE/2363</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	:	An appropriate recognised National Diploma in Financial Fields (NQF Level 6) with a minimum of 1 year experience in financial environment PLUS the following competencies Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management Skills: Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Analytical thinking and information evaluation.
<u>FDUTIES</u>	:	Review the receivable register for completeness (sequential numbering) and accuracy. Verify the payables against files opened (mining and prospecting rights files) and contracts. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Confirm outstanding balances /amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivable register to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office
<u>ENQUIRIES</u>	:	Mr MK Mutheiwana Tel No: (053) 807 1700
<u>NOTE</u>	:	Indian or White female as well as persons with disability are encourage to apply.
<u>POST 13/46</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER REF NO: DMRE/2358 (X3 POSTS)</u> (12 months contract)
<u>SALARY</u>	:	R268 755 - R390 360 per annum (MR3-5)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	LLB degree or equivalent four-year legal qualification (NQF level 7) coupled with 2 years post qualification legal experience (Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge: Legislation, DMRE policies and acts, Public Service Acts and legislation, Legal drafting and interpretation, research and writing, court procedures Skills: Good communication skills, Diplomacy, Negotiation skills, Presentation skills, Research and Analytical skills, Computer skills Thinking Demands: Information Evaluation. Decision making. Problem solving.

DUTIES : Draft, review and amend legislation, agreements, policies, and other legal documents. Conduct research and provide legal advice or legal opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co-ordinate the process of access to information. Recommendation: Written assessment will be conducted.

ENQUIRIES : Ms R Harris Tel No: (012) 444 3933

NOTE : Coloured and white male are encouraged to apply.

POST 13/47 : **ADMINISTRATION CLERK: LICENSING ADMINISTRATION SUPPORT**
REF NO: DMRE/2364

SALARY : R181 599 per annum (Level 05)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12 certificate (NQF Level 4) and minimum of 1 year clerical / administrative experience PLUS the following competencies Knowledge of: Administrative procedure and policy. Knowledge of petroleum industry. Archive Act. Skills: computer skills, interpersonal skills, ability to interpret and apply legislation Thinking Demands: Information evaluation, analytical thinking.

DUTIES : Keep track of all incoming and outgoing documents and handing of mail. Ensure completeness and adherence to timeframe of application files received from Regional Offices. Check completeness and adherence to timeframe of application files received from Regional Office. Filing of all license application files and documents according to the National Archive Act. Ensure that the storeroom is well managed, and documents are safe and easily accessible according to the Minimum Information Security Standards. Handle of daily queries with regards to application or file request. Render an administration support service to the Directorate

ENQUIRIES : Ms Matjila Tel No: (012) 406 7371

NOTE : Indian, Coloured or White or Indian male as well as persons with disability are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- Gauteng Division: Johannesburg/ Pretoria/ Land Claims Court: Randburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- CLOSING DATE** : 02 May 2023
- NOTE** : 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.

ERRATUM: kindly note that the post of Court Manager: Free State Division of the High Court with Ref No: 2023/166/OCJ, advertised in Public Service Vacancy Circular 12 dated 31 March 2023 with a closing date of 21 April 2023 is a Re- Advertisement and the closing date is extended to 02 May 2023. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 13/48</u>	:	<u>LAW RESEARCHER REF NO: 2023/171/OCJ</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Claims Court (Rand Burg) Matric Certificate and an LLB Degree or four – year recognised legal qualification as recognised by SAQA; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat); a valid driver's license. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Problems analysis, solving and planning skills; Computer literacy (MS Word); Project management, including planning and organising ability; Ability to integrate knowledge 7 OCJ Adverts from diverse sources; Accuracy and attention to detail; Interpersonal skills; Ability to work under pressure; Time-management skills; Creative and analytical skills.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable the them to prepare judgements; Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge; Read all relevant material and analyse it thoroughly; Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly. Prepare PowerPoint presentations; Perform quasi – judicial functions; Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence; Performing any court – related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: 010 493 5392 and HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515

- POST 13/49** : **SENIOR COURT INTERPRETER REF NO: 2023/172/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Division Johannesburg
- REQUIREMENTS** : Matric Certificate and National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written language proficiency testing. Skills and Competencies: Excellent communication skills (Written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills, Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting service during consultations. 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, Court Manager and Supervisor as and when it is required.
- ENQUIRIES** : Technical Related Enquiries: Ms R S Letlaka, Tel No: 010 494 8402 HR Related Enquiries: Ms T Mbalekwa, Tel No: 010 494 8515
- POST 13/50** : **STATE ACCOUNTANT REF NO 2023/173/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Limpopo
- REQUIREMENTS** : Grade 12 with a three-year National Diploma/Degree in Financial Management/ Accounting or equivalent qualification. Minimum of 03 years' experience in financial environment, knowledge and experience in Basic Accounting System (BAS) and personnel and salary Administration (PERSAL), job related knowledge including legislation which governs Financial Management. In depth knowledge of Standard Chart of Accounts (SCOA). A valid driver's licence is required. Skills and Competencies: Computer literacy. Good communication skills (written and verbal). Good interpersonal skills. Attention to details. Planning and organizing skills. Flexibility. Ability to work as part of a team. Excellent communication skills. Analytical skills. Ability to work under pressure and meet deadlines. Solution-Oriented. Service Delivery Innovation (SDI). Client Orientation. Customer Focus.
- DUTIES** : Authorisation of transactions on BAS, ensuring financial documents are audit compliant in the Province. Attend to audit queries from internal and external audits, management of Petty cash, perform day end and deposit confirmation. Approval of transactions on PERSAL. Ensure invoices are processed within 30 days, monitor budget and expenditure trends, compilation of Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate and compile financial monthly reports. Detect and facilitate correcting of misallocations. Staff Supervision. Ensure financial documents are well maintained. Overall payroll administration. Perform all duties related to Financial Management.
- ENQUIRIES** : Technical Related Enquiries: Ms. T Hughes Tel No. 015 495 1736
HR Related Enquiries: Ms. NP Phadziri Tel No: (015) 495 1743 or Mr. TD Masemola Tel No: 015 495 1753.
- POST 13/51** : **LEGAL ADMINISTRATION CLERK REF NO 2023/174/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Provincial Service Centre - Pretoria
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage.

- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar. Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
- ENQUIRIES** : Technical Related Enquiries: Ms D Makgaka Tel No: 010 493 8539
HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 13/52** : **ADMINISTRATION CLERK (DCRS) REF NO: 2023/175/OCJ**
- SALARY** : R181 599 - R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Western Cape
Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. A valid driver's licence. Experience in Supply Chain Management and/or Finance will be an added advantage. Skills and Competencies: Good communication (written and verbal) Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure Customer service Knowledge of document management and filing.
- DUTIES** : Test and operate court recording equipment and ensure the safekeeping and maintenance thereof. Record Court proceedings Keep records of all court proceedings Keep record of all requests made for transcriptions Provide administrative support in general court and case flow management Processing of reviews and appeals Compiling of statistics Attend and oversee general public enquiries/ correspondence; Assist with Supply Chain Management duties/Finance; Perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Senior Administrative Officer and Registrar.
- ENQUIRIES** : Technical Related Enquiries & HR Related Enquiries: Ms M Baker Tel No: (021)469 4032
- POST 13/53** : **TYPIST REF NO: 2023/176/OCJ**
(Only persons with a disability are invited to apply)
- SALARY** : R147 459 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Provincial Division of The High Court
Grade 12 or equivalent qualification. Minimum proven typing speed of 35wpm. Shortlisted candidates will be required to pass a typing test. Prior experience as a typist in a legal environment, will be an advantage. Skills And Competencies: Computer literacy (MS Office); Excellent communication skills (verbal & written); Good interpersonal and public relations skills; Professionalism; Good problem-solving skills; Numerical skills; Attention to detail; Ability to work under pressure; Good timekeeping; Telephone etiquette; Ability to work in a team. At least two (2) years typing experience. Knowledge of the legal/ court environment.
- DUTIES** : Typing of the court roll, court orders (in relation to both civil and crime), appeals, reviews, reports, reviews, minutes, circulars, notice of set downs, pre-trial notices, witness statements, taxing master reports, affidavits, memorandums, J349 certificates. Right of appearance certificates and apostilles/ authentication certificates. Relieve of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties; and guidelines.
- ENQUIRIES** : Technical Related Enquiries: Ms R David Tel No: (021) 480 2635
HR Related Enquiries: Ms M Baker Tel No: (021) 469 4038

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 representativity (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** : 08 May 2023, 15H30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); it must be accompanied by copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The 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 POST

- POST 13/54** : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASD: POS/WC/03/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Public Service Commission Western Cape Provincial Office, Cape Town
- 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. 2 – 3 years' technical experience in M&E and Research/Investigations/Ethics Management at salary level 7/8 or equivalent. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).
- DUTIES** : Provide support in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments. 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 Western Cape 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 WT Wilkinson Tel No: 021 421 3980

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 05 May 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women. 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 13/55** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED CO-OPERATIVES & MICRO ENTERPRISE DEVELOPMENT REF NO: DDG – ICMED**
- SALARY** : R1 590 747 per annum (Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce / Entrepreneurship / Economics / Business Management / Business Administration; and Social Science (Development Studies) or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Commerce / Entrepreneurship / Economics / Business Administration or Leadership / Social Science or equivalent. Possess a minimum of 8 - 10 years' experience at a senior managerial level of which 5 should be in Business Operations / Co-operatives and / or SMME Sector. 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>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence.
- DUTIES** : Provide direction in the development of informal businesses, micro enterprises and Co-operatives into sustainable enterprises that can provide employment and contribute to economic growth. Build strategic partnerships that promotes greater awareness of DSBD offerings and that supports local and international market linkages and grow market value chains. Drive the development and implementation of SMMEs and Co-operatives through focussed localisation initiatives / programmes. Drive provision of development support to vulnerable

enterprises located in rural and in township areas. Lead activities that support provision of business infrastructure services to small businesses, co-operatives and the informal sector. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Inform and institutionalise effective, efficient and ethical management of strategic relationships (stakeholder management). Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: 012 394 5286/1440
- APPLICATIONS** : 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: DDG - ICMED"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women.

OTHER POST

- POST 13/56** : **OFFICER: ETHICS MANAGEMENT "REF NO: O: EM"**

- SALARY** : R331 188 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Internal Audit / Risk Management / Ethics/ Human Resource Management/Public Administration/ Governance recognised by SAQA as recognised by SAQA. 3-5 years' experience in Ethics and Integrity Management or Compliance environment. Knowledge relevant legislations related to Ethics and Anti-corruption. Knowledge of financial disclosure system (e-disclosure) and other MS Office packages, Project Management. Membership with Ethics Institute as a Certified Ethics Officer will be an added advantage. Have proven skills and competencies: Communication (verbal and written), Client orientation and customer focus, Interpersonal skills, Conflict Management, Analytical and Problem solving, Planning and organising skills, Project Management, Honesty and Integrity.

- DUTIES** : Coordinate and assist with the implementation of Ethics Strategy, Policies and Programmes in the Department inclusive of but not limited to: (Financial Disclosure, Gift and hospitality, Remunerative work outside Public Service, and Conflict of interest). Implement financial disclosure in the Department in line with prescribed regulations, Organise risk and ethics committee meetings inclusive of but not limited to: (Risk management activities and Fraud prevention activities). Draft and submit monthly and quarterly reports on all risk and ethics programmes and Coordinate the implementation report on risk and ethics policies. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.

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

- APPLICATIONS** : 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.ee. "REF NO: O: EM"

- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street in the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 02 May 2023
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 13/57** : **MONITORING AND EVALUATION OFFICER REF NO: U1/2023**
Chief Directorate: HIV/Aids
(Contract position until 30 September 2024)
- SALARY** : R491 403 per annum, plus 37% of salary in lieu of benefits
- CENTRE** : Free State Province (Lejweleputswa District)

REQUIREMENTS

: An appropriate recognised Degree in Social, Behavioural or Health Sciences with five (5) years' experience in developing and implementing monitoring and evaluation activities in the HIV/AIDS Social Development Sector. Experience in evaluation and research design, data collection and analysis, indicator construction, data use as well as using various software for data management. Experience in NGO/NPO MERL capacity development. Experience in evaluation and impact reporting to donors and project managers, demonstrating both analytical rigor and practicality. Previous experience working with USAID or PEPFAR supported program. Experience working on M&E of HIV Prevention programs is preferable. Competencies needed: Ability to write clearly and convincingly, adapting style and content to different audiences. Speaks clearly and convincingly. Strong presentation and facilitation skills. Excellent technical writing skills. Computer literacy in Microsoft Office. Demonstrated ability to perform complex data analytics utilizing Microsoft Excel, STATA, Epi Info, and/or software. Attributes: Ability to work under pressure. Ability to work in a team and independently. Compliant, Innovative. Adaptability.

DUTIES

: Develop systems across sites to monitor service delivery. Develop and support continuous quality improvement systems across program sites to ensure ongoing program improvement and reaching of targets. Lead efforts to strengthen monitoring and evaluation and performance reporting within the targeted geographic area. Liaise with relevant DSD personnel and counterparts responsible for district and provincial level strategic information and monitoring and evaluation and support coordination on the national level. Arrange site visits and meetings with partners and provide information to the team on monthly work plans. Finalise a schedule for the production of the annual report and provide support in writing the MER section on the report. Develop catch up plan for performance monitoring of implementing partners. Prepare reports and/or presentations on programmatic goals and achievements for various audiences as needed.

ENQUIRIES

: Ms M Pule Tel No: (012) 312-7465 / 083 396 3964

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

OTHER POSTS

- POST 13/58** : **DEPUTY DIRECTOR: RAIL, AVIATION & MARITIME PUBLIC ENTITY PERFORMANCE AND COMPLIANCE REF NO: DOT/HRM/2023/17**
 Branch: Office of the Director General
 Chief Directorate: Public Entity Oversight
 Directorate: Maritime Public Entity Oversight
 Sub Directorate: Maritime Public Entity Oversight
- SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An Appropriate NQF Level 6 in Transport Management/ Transport Planning/ Maritime Studies/ Economics/ Monitoring and Evaluation with a minimum of 3 years relevant junior Management or Assistant Director Experience in a Public Entity Oversight or Maritime Environment. Knowledge and Skills: Understanding of Maritime entities regulation frameworks, Experience in organisational strategic planning, entity oversight performance & financial management, ensure alignment of entities' plans and reports, facilitate the conclusion and signing of shareholder compact/ performance agreement between Executive Authority and Entities and monitor the implementation process, Monitor the performance of entities in line with the set objectives and compile a report to the Executive Authority, performance management and stakeholder management, project management and PFMA. Communication: Verbal and written communication, computer literacy and governance related

to information. The following will serve as strong recommendations: Financial Management, Strategic Capability and Leadership, Peoples Management and Empowerment, Project/ Programme Management, Client Orientation and Cluster focus.

DUTIES

: The successful candidate will be responsible for ensuring alignment of public entity planning documents (Corporate Plans, Strategic Plans, Annual Performance Agreements) within the strategy of the Department, facilitating the conclusion and signing of shareholder compact/SLA between Executive Authority and Entities and monitor the implementation process, monitor and evaluate performance of Maritime entities as stated in the planning documents, analyse quarterly and annual reports of maritime public entities, monitor performance achievements as stated in the business plan, monitor compliance with PFMA and/ or agency enabling legislations, regulations and policies including audit functions, manage stakeholder relationships, participate in the process of parliamentary queries, participate in the process of presentations/ submissions to government structures, participate in project teams to achieve multi-disciplinary approach to meet set objectives of the department , develop the definition of the project missions, goals, tasks and resource requirements develop methods to monitor project or area progress and provide corrective solutions if necessary, work cross functionally to solve problems and implement change, oversee project progress reporting, manage the sub directorate, manage work quality and performance of staff and provide inputs into strategic and annual reports of the directorate.

**ENQUIRIES
NOTE**

: Ms Rabelani Muthaphuli Tel No: (012) 309 3952
: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 13/59

: **DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO:
DOT/HRM/2023/18**
Branch: Administration (Office of the Director-General)
Chief Directorate: Public Entity Oversight
Directorate: Corporate Governance
Sub-directorate: Corporate Governance

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum (Level 11), (all-inclusive salary package)
: Pretoria
: An appropriate NQF level 6 qualification in Law / Corporate Governance or Corporate Law with 3 years' experience at Assistant Director level in a corporate governance or state-owned enterprise oversight environment. The following key knowledge and skill competencies are essential: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sector, as well as Company law. Project Management, strategic planning and risk management PFMA National Treasury Regulations and other relevant legislation and polices relevant to public entities. Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities, and the coordination of entities' strategic and annual performance plans. Knowledge and understanding of monitoring the performance of public entities, Knowledge of the financial and non-financial report writing, Policy formulation and evaluation. Verbal and Written communication, Computer literate. Governance related to information.

DUTIES

: The successful candidate will be responsible to: Facilitate the process for the appointment of Board Members for Public Entities: Monitor terms of office of the Board and identify vacancies in the Board. Place adverts for call of nominations of vacancies and or upon expiry of the Board. Facilitate the process of receiving and capturing the nominations. Coordinate the shortlisting panel and dates for the shortlisting. Develop submission recommending the shortlisted candidates to the Minister. Coordinate the screening and interviews of the shortlisted candidates. Perform secretariat duties during the interviews and generate submission recommending the appointable candidates. Prepare appointment letters to the Board Members for the Minister's signature to the Chairperson or Company Secretary. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Draft cabinet submission for appointment of Chief Executive Officer (CEO). Prepare appointment letters for the Ministers signature to the Chairperson. Prepare appointment letters of CEO for Minister's signature. Provide advice on governance matters and

compile the necessary reports. Establish a legislative prescribed Management Committee. Process Parliamentary queries with regard to governance related issues. Provide inputs with regard to Public Entity position for cluster meetings. Attend board meetings when assigned. Provide advice to the Board on the selection and appointment of CEO's. Monitor that Company Secretary arranges induction for Board Members. Administer the fair process of dismissal/retirement of Board Members. Ensure compliance documents are in place. Evaluate performance with regards to governance functioning of the Entities. Establish Public Entity Corporate governance structures and Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms Molatelo Motsepe Tel No: 012 309 3851
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 13/60 : **PROGRAMMER REF NO: DOT/HRM/2023/19**
 Branch: Integrated Transport Planning
 Chief Directorate: Chief Information Officer
 Directorate: Business Systems
 Sub Directorate: System Analysis

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENT : An Appropriate NQF Level 6 as recognised by SAQA in Information Technology/ Computer Sciences with Three (3) years' experience at supervisory or practitioner level as a junior programmer specialising in software development. Knowledge and Skills: Java, HTML and JavaScript (Web technology), IDE – Visual code, NetBeans not limited to mentioned once, VB/C# programming, experience in SQL server/Oracle, CSS, Bootstrap, boots faces, angular, Spring boot framework, Relational Database (My SQL, Microsoft sql or postgress), Cloud technology (e.g Amazon aws, Microsoft Azure), Knowledge and experience working with SDLC methodology, Maven Software - Project Management and Comprehensive Tool, Mobile Development added as an advantage.

DUTIES : The successful candidate will be responsible for the following: Develop/code and analyse computer programmes, develop, programme, code and analyse new computer programmes and data structures in accordance with specification and user needs, including screen formats and in accordance to programming standards, conduct daily monitoring of system, perform functional audit testing, perform installation and upgrade of coding software, design and development of change request, provide help desk support and training end users, design new ICT solutions, improve systems by studying correct practices and designing modifications, maintain system protocols by writing and updating procedures, provide references for users by writing and maintaining user documentation, extract reports according to specifications from business analysis, complex user data extract requests from provinces and business, develop reporting according to specifications from business, provide inputs on the terms of reference and user requirements, implement projects following SDLC methodology, provide inputs on user requirements specifications, assist with functional requirements, and provide inputs on user acceptance testing cases.

ENQUIRIES : Ms Leshidi Moruthane Tel No: (012) 309 3234
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 13/61 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/20**
 Branch: Civil Aviation
 Chief Directorate: Aviation Policy and Regulation
 Directorate: Air Transport
 Sub Directorate: Bilateral Affairs

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENT : An Appropriate NQF Level 6 in Public Administration/ Public Management/ International Relations/ with 3 years' experience in the Civil Aviation Environment. Knowledge and Skills: Public Service Regulations, Computer

- literacy, Interpersonal Skills, Organising and Planning Skills, Communication (Written and Verbal), Analytical Skills, Problem Solving Skills, Report Writing Skills.
- DUTIES** : The successful candidate will be responsible for drafting the annual bilateral schedule and organising meetings of the strategic planning committee (SPC), Secure date, Venue, Catering, and transportation, circulate invitation letters, prepare packs and necessary documentation, and keep register of attendance, provide administrative and logistical support for negotiations of air service agreements and memoranda of understanding, attend to correspondence on bilateral air transport matters, process applications for designation of airlines, process airline schedule, process code share applications and provide administrative support in the execution of necessary processes for signing of bilateral air service agreements, submit the BASAs to the Departments of Justice and Foreign Affairs to ensure compliance with domestic and international requirements, submit the agreements to the treaty section of the DFA for binding, draft ministerial submissions to obtain presidential minutes to sign agreements, arrange a signing ceremony for the agreements to be signed, Register the BASAs with the International Civil Aviation Organisation and attend to all correspondence on bilateral matters.
- ENQUIRIES NOTE** : Mr Owen Rikhotso Tel No: (012) 309 3848
: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 13/62** : **ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/21**
Branch: Administration (Office of the Director-General)
Chief Directorate: Office of the Director-General
Directorate: Office of the Director-General
Sub-directorate: Parliamentary Service and Strategic Support
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Pretoria
: An appropriate NQF level 6 qualification in Public Administration / Public Management / Business Management / Office Administration with 2 years' experience in Administration or Support Services. The following key knowledge and skill competencies are essential: Knowledge and experience of Parliamentary & legislative processes, political awareness and familiarity with broad lines of government policy. Knowledge and experience of stakeholder management. Ability to liaise effectively with senior politicians and government officials. Ability to manage external consultants, Excellent Communication skills. Excellent writing and editing skills. Computer literate.
- DUTIES** : The successful candidate will be responsible to: Coordinate and facilitate the flow of information and documentation within the Office of the Director-General in Cape Town. Receive and refer documentation to relevant managers in the Department. Keep track of documents [referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the Director. Apply quality control on all documents before presenting them to the Director. Provide Administrative Support. Administer S&T claims and other related expenditure. Provide secretariat services. Provide Support to the Director on Parliamentary matters. Assist the Director with parliamentary matters and responses and ensure that line function managers respond to questions on time. Liaise with DOT/public entities on parliamentary related matters. Liaise with Ministry and the Department on parliament programme. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and/or review of operational plan. Compile various submissions/ memoranda and responses. Attend to queries from Internal Audit. Make travel or conference bookings and confirmations. Provide records keeping. Manage outgoing and on-going assets. Provide an efficient and effective support system in the Office of the Director-General. Assist with Cabinet issues. Draft submissions, letters, and routine communication. Develop presentations, if and when required. Refer correspondence and enquiries to the relevant persons in and outside of Department. Act as information officer and respond to enquiries from the public. Provide logistical support at all DC's meetings. Manage the DG's diary in CT & Manage projects instructed by the DG. Prepare meeting packs for the DG. Provide administrative support to the DG.
- ENQUIRIES** : Ms Michelle Phenyha Tel No: 012 309 3172

- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 13/63** : **ORGANISATIONAL DEVELOPMENT OFFICER NO: DOT/HRM/2023/22**
 Branch: Corporate Services
 Chief Directorate: Human Resource Management and Development
 Directorate: Employee Health and Wellness, Organisational Development and Change Management
 Sub-directorate: Organisational Development
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Pretoria
 : An appropriate NQF Level 6 qualification in Management Services I Operations Management / Production Management with at least 2 years minimum working experience in the Organisational Development/ Work-study environment. The following key knowledge and skill competencies are essential: Knowledge of Public Service and Departmental Prescripts and policies, work study principles and techniques, Job Design and Job Description compilations, policies, procedures and prescripts research/ analysis, Job analysis and evaluation. Applicant must be able and willing to travel nationally and be able to work under pressure.
- DUTIES** : Provide organisational development and job evaluation administrative support services, arrange that applicable documents are completed and submitted, inform relevant Senior Managers of process/ progress, compile appointment letters of job evaluation panel members, facilitate the development of Job Descriptions, consult the draft job description with the relevant client/s, Quality assure the input from clients, facilitate the sign-off of the job description/s, capture the signed Job Description on the Job description repository, provide signed copies of signed job descriptions to clients on request, render support with regard to the provision of secretariat services, assist with the arrangements of venue for meetings, arrange job evaluation meetings, record and compile minutes during meetings, submit job evaluation outcomes to relevant stakeholders for implementation, prepare and compile meeting packs (attendance register, confidentiality forms, agenda), maintain organisational development databases, ensure documents are filed correctly on relevant files, retrieve documents as and when requested, update and maintain job descriptions filing system, update and maintain the job evaluation filing system, and update and maintain the organisational structure.
- ENQUIRIES NOTE** : Mr Mvuyisi Ndlebe Tel No: 012 309 3521
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 13/64** : **PROCESSING AND ISSUING OFFICER REF NO: DOT/HRM/2023/23**
 Branch: Public Transport
 Chief Directorate: Public Transport Regulation
 Directorate: National Public Transport Regulator
 Sub-directorate: NPTR Institutional Support
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 qualification in Transport Management or Transport planning or Public Management or Administration plus a minimum of two (2) years relevant experience in a Public Transport environment. The following key competencies are essential: Good customer service; excellent written and verbal communication skills; knowledge of NLTA (Act 05 of 2009) and its regulation; National Land Transport Information System; knowledge of Public Finance Management Act (PFMA); Project Management and computer literacy (MS Word, Power Point, Excel etc.). Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills; report writing; organising abilities; ability to work in a team; willing to work beyond normal working hours.
- DUTIES** : Process and verify application for interprovincial and tourist transport services: Cross-check Tax Clearance Certificate or Compliance Certificate. Obtain criminal record on SAPS 69. Process application for accreditation. Check if tourist operators are fit and proper persons to operate tourist transport service

in line with the recommendation of the NPTR inspectorate. Check whether the checklist is properly completed and Refer application to tourist authorities and Provincial Regulatory Entities (PREs). Issue operating licence for tourist and interprovincial transport service: Ensure that applicants comply with conditions imposed by NPTR. Check tax clearance or compliance before issuing an operating Licence. Check matters such as registration and licensing on e-natis before issuing an operating licence. Issue accreditation certificate. Handle queries and inquiries: Acknowledge receipt of queries and inquiries from internal and external stakeholders. Provide response to the received inquiries. Provide status report on applications. Attend to walk-in applicants. Perform general administration of the NPTR: Attend to ad-hoc issues. Ensure proper hand-over of files from/ to the next section. Ensure proper safeguard of face value documents. Prepare progress reports.

**ENQUIRIES
NOTE**

: Mr Thabisho Lokwalo Tel No: 012 309 3572
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 13/65

: **HELP DESK OFFICER REF NO: DOT/HRM/2023/24**
 Branch: Public Transport
 Chief Directorate: Public Transport Regulation
 Directorate: National Public Transport Regulator
 Sub-directorate: NPTR Institutional Support

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 qualification in Transport Management or Transport planning or Public Management or Administration plus a minimum of two (2) years relevant experience in a Public Transport environment. The following key competencies are essential: Good customer service; excellent written and verbal communication skills; knowledge of NLTA (Act 05 of 2009) and its regulation; National Land Transport Information System; computer literacy (MS Word, Power Point, Excel etc.). Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills and report writing; organising abilities; ability to work in a team; willing to work beyond normal working hours.

DUTIES

: The successful candidate will be responsible to: Provide assistance to the client at the Helpdesk: Perform a general review of clients' documentation. Give attention to specific circumstances of the client in order to establish what is required and whether the client has any specific needs. Provide application forms to the applicants. Handle public enquiries with regard to the status of their applications. Confirm if the applicants have deposited the application fee into the bank account. Allocate and capture the account reference number on all supporting documents. Facilitate the lodging of applications: Verify documents/relevant systems: (OLAS) Operating Licence. Administration System and (RAS) Registration Administration System. Attach and complete a checklist. Capture applications on National Land Transport Information System (NLTIS). Maintain compliance with document management. Conduct cash management process. Create and store files. Follow up on all the transactions. Ensure that information on operator representatives is recorded. Ensure register of accredited operators is kept and available for inspection. Provide copies of documents when necessary. Refer applicants to appropriate counters. Provide assistance in processing of operating licence and facilitates the accreditation process. Cross-check Tax Clearance Certificate or Compliance Certificate. Obtain criminal record on SAPS 69. Obtain Certificate of Fitness COR before issue an operating licence. Adhere to conditions imposed by the NPTR. Process application for accreditation and re-accreditation. Check if tourist operators are fit and proper persons to operate tourist transport service. Refer application to tourist authorities and Provincial Regulatory Entities (PREs). Issue operating licence for tourist operators and interprovincial services. Attend to ad-hoc issues. Deal with public inquiries. Ensure proper hand-over of files from/to the next section. Prepare progress reports

**ENQUIRIES
NOTE**

: Mr Thabisho Lokwalo Tel No: 012 309 3572
 : 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.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 02 May 2023
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a poSlice clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** Head Office (Pretoria): Kindly note that the post of Environmental Officer: Specialised Production Grade A (X2 Posts) with reference number 100323/07 advertised in Public Service Vacancy Circular 07 dated 24 February 2023 has been withdrawn.

MANAGEMENT ECHELON

POST 13/66

- : **CHIEF DIRECTOR: WATER SERVICES PLANNING AND INFORMATION**
REF NO: 020523/01
Branch: Water Services Management
Chief Directorate: Water Services and Water Resources Management
(Re-advertisement applicants who have previously applied are encouraged to re-apply)

SALARY
CENTRE
REQUIREMENTS

- : R1 308 051 per annum (Level 14), (all-inclusive package)
- : Pretoria Head Office
- : A Bachelor's Degree (NQF 7) in Engineering/Science or relevant qualification. A post qualification in Water Management will serve as an added advantage. Five (5) to (10) ten years Senior Management experience in WRM, Water Use

Authorizations, Water Regulatory environment, Waste Policy and Strategy Development and Project Management experience. A minimum of five (5) years' experience should be as Senior Management level. Sound knowledge of policies and developments in the water sector. Understanding of water service processes e.g., purification and distribution. Financial management background is essential. Solid technical knowledge of the business of WS such as water quality, distribution, and funding. Strategic capability and leadership. Knowledge and understanding financial, change, programme, and project management. Service delivery innovation (SDI). People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : The provisioning of strategic leadership to urban and rural water management. Facilitate the development of local government plans for the provisioning of sustainable adequate water services. Provide guidance in the efficient use of water by different sectors and user groups. Establish and maintain systems to monitor and report on the performance of water services authorities and water services providers. The provision of business planning and general management of the directorate. Advise DG, DDG's and Minister on status of WS program and route of interventions through water services information systems and effective planning. Support the planning process by providing guidance and information (e.g. IDP and WSDP).

ENQUIRIES : Mr. R Mathye Tel No: 012 336 8984
APPLICATIONS : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment and Selection unit

POST 13/67 : **CHIEF DIRECTOR: PROVINCIAL HEAD MPUMALANGA REF NO: 020523/02**

Branch: Provincial Coordination and International Cooperation: Mpumalanga (Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R1 308 051 per annum (Level 14), (all-inclusive package)
CENTRE : Mbombela
REQUIREMENTS : A Degree in Natural Sciences or Environmental / Agriculture / Engineering / Economic Science or Hydrology (NQF 7). An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or equivalent will be an added advantage. Eight (8) to ten (10) years' experience in Water and Sanitation and related environment of which five (5) years must be on a Senior Management level. A valid unexpired driver's license. Understanding of Water and Sanitation Engineering and river systems (dams, rivers, pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of industrial relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDG's, DG, Deputy Minister, and Minister. Manage special programmes and institutional development. Effective Human Resources Management.

ENQUIRIES : Mr R Mathye Tel No: 012 336 8984
APPLICATIONS : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 13/68 : **DIRECTOR: WATER ABSTRACTION REF NO: 020523/03**

Branch: Regulation Compliance and Enforcement
 Dir: Water Abstraction and Instream Impact
 (Re-advertisement, applicants who previously applied are encouraged to re-apply)

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

- CENTRE REQUIREMENTS** : Pretoria Head Office
 : An appropriate Bachelor's degree in Natural Sciences or NQF 7 qualification in a relevant Engineering field (Agricultural, Civil, Water Resources, Environment). Six (6) to ten (10) years extensive experience in water resources management, policy, and strategy development as well as Project Management experience. Five (5) years' experience at Middle or Senior Management level. Good understanding of the integrated water resources management policy, and strategy development. Knowledge and understanding of relevant legislative prescripts underpinning water and environmental management including Disaster Management Act. Strategic capability and leadership. Project and Program Management, financial management, change and knowledge management. Service delivery innovation. Experience in development and review of regulations, guidelines, and procedural documents. Problem solving skills and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct. Excellent administrative and organizational skills. A valid and unexpired driver's license. willingness to travel where necessary. Registration with ECSA as a Professional Engineer or SACNASP as a Professional Scientist will be an added advantage.
- DUTIES** : The successful candidate will oversee and provide specialist technical inputs and ethical leadership in compliance with legal and policy requirements in evaluation and regulation of water uses in Terms of Section 21 of the National Water Act, 36 of 1998. Management of the Directorate. Provide oversight role and specialist inputs in the development, implementation, and review of regulatory tools. Conduct training on Section 21 water uses. Develop, update, and maintain policies, legislation, protocols, and guidelines for management of water resources. Co-ordinate the assessment of water resource management research needs for the directorate. Ensure implementation of the research projects and the results thereof. Provide technical inputs into processes of other departments responsible for environmental permits. Provide specialist inputs for Water Tribunal cases and relevant court cases. Liaise with different stakeholders on water use authorization matters. Contributing to the Departments environmental management plan, reporting and related reports.
- ENQUIRIES APPLICATIONS** : Adv S Skosana Tel No: 012 336 7677
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit.

OTHER POST

- POST 13/69** : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 020523/04 (X2 POSTS)**
 Branch: Finance WTE
 Sd Billing Operations

- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Pretoria Head Office
 : A relevant tertiary qualification in Financial Management at NQF level 7 with Financial Accounting 3 as an added advantage. Three (3) to five (5) years relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Knowledge of Public Service Anti-corruption strategy, Anti-corruption and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to travel.

- DUTIES** : Implement and monitor billing management policies, strategies, procedures and financial reporting prescripts to ensure the completeness and accuracy of billing and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of billing related systems. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.
- ENQUIRIES** : Mr Peter Molalogi Tel No: 012 336 8683
- APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit.

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Arcadia, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 02 May 2023 at 16h00
- NOTE** : Unemployed South African graduates/post graduates who are younger than 35 years of age, with a tertiary qualification in the field of study mentioned in the advert, who have not been previously employed under any internship programme. Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV (ONLY) in order to be considered. Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening. The outcome of this screening will be considered to determine suitability for employment. Applicants Are Not required to submit copies/attachments/proof/certificates/ID/Driver license/qualifications on application. The Department will request them only when shortlisted. This internship is based in Pretoria. Candidates must be willing and able to find their own accommodation in Pretoria, considering that they will not earn a salary but a stipend.

**INTERNSHIP PROGRAMME 2023/2025
(24 MONTHS CONTRACT)**

OTHER POST

- POST 13/70** : **INTERNSHIP PROGRAMME: FACILITIES MANAGEMENT 2023/2025**
(24 months Contract)
- STIPEND** : National Diploma; Bachelor's/Honours Degree R6360.20 per month
Master's Degree R7852.08 per month. The Intern will receive a stipend according to the level of qualification obtained
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of the following undergraduate or postgraduate qualification to apply: A Bachelor of Architecture (BArch).
- ENQUIRIES** : Ms Kgomotso Ndzaba Tel No: (012) 300 5873

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

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

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms M Parkies/ K Majafa
- CLOSING DATE** : 05 May 2023 at 16:00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation report (only when shortlisted). No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

OTHER POST

- POST 13/71** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION: OFFICE OF THE MEC REF NO: DESTEA 50/03/23**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive salary package). The total package includes a 75% or a 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bloemfontein
: An undergraduate NQF level 6 in Office Administration/ Public Management/Administration or equivalent qualifications. Relevant experience in Administration. Knowledge of relevant legislations and policies of government. Good written and verbal communication skills. Computer literacy. A valid driver's license.
- DUTIES** : Provide administrative support and receptionist services in the office of the Executive Authority. Provide registry support services in the office of the Executive Authority. Provide messenger and driver services in the office of the Executive Authority. Provide logistical support for meetings. Management of resources of the Sub-directorate, i.e., human, asset, and financial resources.
- ENQUIRIES** : Ms M Parkies Tel No: 051 400 4728

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : 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
NOTE

: 05 May 2023, Time: 16H00
: 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 POST

POST 13/72

: **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HS 1/2022**

SALARY

: R4 446.per sitting (inclusive of preparation). Risk Management Committee meetings are held quarterly (minimum of 4 per annum). The term of office is three years, subject to renewal at the discretion of the Department.

CENTRE
REQUIREMENTS

: Bloemfontein
: A relevant Degree / Postgraduate Qualification in Risk Management, Auditing or Business Administration with a minimum of 5 to 10 years' experience in a risk management environment. Previous experience of serving in the Risk Management Committee / Audit Committee and understanding of the built environment will be advantageous. The candidate should be an independent person that is not employed by any Government Institution, with excellent knowledge of the Risk Management, Corporate Governance, Public Finance Management Act, Treasury Regulations and Public Sector Risk Management Framework.

DUTIES

: The candidate will be responsible for chairing the Department's Risk Management Committee. Assist the Accounting Officer to discharge his/her duties in respect of risk management with the aim of achieving the Department's objectives. Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department. Provide quarterly reports to the audit and other management committees. Provide advice / guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.

ENQUIRIES

: Dr. T Ntshangase Tel No: 051 405 4023

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein, 9300. Attention Ms. M.V. Mophethe –

Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270. or E-mail to recruitment@fssocdev.gov.za

CLOSING DATE
NOTE

: 05 May 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. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your 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, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes 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.

OTHER POSTS

POST 13/73

: **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: FSDSD 01/23 (X1 POST)**

SALARY

: R745 785 – R819 921 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE

: Charlotte Maxeke Substance Dependency Treatment Centre

REQUIREMENTS

: Master's degree in Clinical Psychology, Registration with the HPCSA as a Clinical Psychologist (Independent Practice). No experience after registration with HPCSA in respect of RSA qualified employees who performed community service as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Certificate of service from previous and current employer endorsed and stamped by HR only shortlisted candidates must submit proof. Knowledge, Skills, Training and Competencies required: Comprehensive knowledge of psych-diagnostic and therapeutic interventions suitable for a hospital setting. Sound knowledge of policies, protocols and procedures applicable to the profession (including ethical and legal matters), Ability to function as part of a multi-disciplinary team, Good verbal and written communication skills. Good interpersonal, decision making and problem-solving skills. Self- motivation, diligence and dedication to the service delivery. Computer skills.

DUTIES

: Ensure effective and efficient management of all MCHU referred for psychological services. Perform psychological assessment (including psychometric testing). Manage MCHU within the multidisciplinary team framework. Ensure compliance with policies and procedures. Ensure maintenance of adequate and efficient record keeping and reporting. Liaise with the general public for the purposes of mental health promotion. Liaise with stake holders e.g. other governmental departments, NGO etc. Perform medico-legal duties.

ENQUIRIES

: Ms Dithuso Monare @ 083 381 9931

POST 13/74

: **PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING GRADE 1 (PHC) PN – B1 REF NO: FSDSD 02/23 (X2 POSTS)**

SALARY

: R400 644 – R464 466 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

- CENTRE REQUIREMENTS** : Charlotte Maxeke Substance Dependency Treatment Centre
 : Basic R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic Nursing qualification with a duration of at least one year accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted)
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.
- ENQUIRIES** : Ms Dithuso Monare @ 083 381 9931
- POST 13/75** : **OCCUPATIONAL THERAPIST GRADE 1 (X3 POSTS)**
- SALARY CENTRE** : R332 427 per annum
 : Charlotte Maxeke Substance Dependency Treatment Centre Ref No: FSDSD 03/23
 : Dr Beyers Naude Half Way House Ref No: FSDSD 04/23
 : Thekolohelong Welfare Centre Ref No: FSDSD 05/23
- REQUIREMENTS** : Professional qualification as an Occupational Therapist. Registration as an Occupational Therapist with the Health Professions Council of South Africa (HPCSA) (Professional Board for Therapists). (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted)
- DUTIES** : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. Render individual therapeutic services. Continuous Professional development. Keep up to date with new developments in the occupational therapist profession. Perform all the administrative functions required of the job.
- ENQUIRIES** : Charlotte Maxeke - Ms Dithuso Monare @ 0833819931
 : Dr Beyers Naude – Ms Pulane Masangane @ 0664866906
 : Thekolohelong Welfare Centre- Ms Bulelwa Jikeka @: 0664859596

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH**

ERRATUM: STEVE BIKO ACADEMIC HOSPITAL: Kindly note that the post of Diagnostic Radiographer with Ref No: SBAH 04/2023 advertised in Public Service Vacancy Circular 02 of 2023 dated 20 January 2023 was advertised with incorrect directorate, the correct one is: Diagnostic Radiography **DR GEORGE MUKHARI ACADEMIC HOSPITAL.** Kindly note that the following one (01) post of Medical Specialist: Family Medicine with refs/016657 and one (1) post of Medical Officer: Family Medicine with refs/016657 were advertised in Public Service Vacancy Circular 12 dated 31 March 2023. Kindly correct the closing date by extending it to the 21 April 2023. **CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL:** Kindly note that the post of Assistant Director Speech and Audiologist Directorate: Speech and Audiology with Ref No: REFS/016584 was advertised in Public Service Vacancy Circular 11 OF 2023 dated 24 March 2023, the requirement of the post has been amended as follows Appropriate qualification that allows registration with HPCSA in Speech Therapy and Audiology. Registration with HPCSA in Speech Therapy and Audiology. A minimum of 5 years' appropriate experience after registration with the HPCSA in Speech Therapy and Audiology. People who applied are encouraged to re-apply, the closing date has been extended to the 05 May 2023. **DR. GEORGE MUKHARI ACADEMIC HOSPITAL:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 10 dated 17 March 2023, Administration Officer Level 07 with Ref No: Refs/016478, refs/016479, refs/016482, refs/016484, refs/016494, refs/016496 and refs/016499; the posts requirements has been amended as follows: Minimum of grade 12. National Diploma (NQF 6) in Administration, Public Management, Business Administration or relevant. Minimum of three (03) experience in administration/office management or secretary. Proficiency in all Microsoft Office applications (computer literacy). Valid driver's license will be an added advantage. The closing date is on the 05 May 2023.

OTHER POSTS

<u>POST 13/76</u>	:	<u>HEAD CLINICAL UNIT REF NO: REFS/016742 (X1 POST)</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 1: R1 807 380 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Medicine and Bachelor of Surgery plus MMed (Rad D) or FC Rad Diagnostics (SA). Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology with minimum of 5 years appropriate experience as a Specialist in Radiology. Extensive and appropriate experience in all aspects of clinical care, teaching and research. Certificates of service of all service for all periods of employment. Knowledge, skills, and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.
<u>DUTIES</u>	:	Overall supervision and management of the Radiology discipline in the Hospital. Clinical management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols to ensure improvement in the quality of service rendered, safeguarding high standards of care at all times, and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streamlining of referrals internally and externally.
<u>ENQUIRIES</u>	:	Dr. Mofokeng SM Tel No: 016 930 3304
<u>APPLICATIONS</u>	:	Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on a 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 Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on

application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 02 May 2023
- POST 13/77** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: HRM/2023/05**
Directorate: Clinical
- SALARY** : R1 156 308 - R1 227 255 per annum
R1 322 100 - R1 403 235 per annum
R1 534 356 - R1 918 284 per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine. The successful candidates 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 multi-disciplinary team. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : HR Manager. Mr MH Hlophe Tel No: (012) 841 8329
Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not for Sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 05 May 2023
- POST 13/78** : **REGISTRAR (MEDICAL) REF NO: SBAH 0024/2023 (X1 POST)**
Directorate: Neurology
- SALARY CENTRE** : R858 528 per annum, plus benefits
Steve Biko Academic Hospital

- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA. HPCSA registration as an independent medical practitioner. MBChb, FCN part One, ACLS, ATLS, Experience in Neurology strongly recommended.
- DUTIES** : Patient care: in and outpatients with neurological disorders, including after hours. Assisting in teaching and training programs of the Department. Conducting research as per Departmental and college requirements.
- ENQUIRIES APPLICATIONS** : Prof M Kakaza Tel No: 012 354 1082
- NOTE** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 02 May 2023
- POST 13/79** : **PHYSIOTHERAPIST PRODUCTION POST REF NO: HRM /2023/32**
Directorate: Clinical Support and Therapeutic Services
- SALARY CENTRE REQUIREMENTS** : R332 427 – R557 184 per annum, (OSD)
Mamelodi Regional Hospital
Degree in Physiotherapy i.e a 4-year degree. Currently registered with the HPCSA as an Independent Practice Physiotherapist. A minimum of 1 year Community Service completed. Sound Knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations, and policies. Good Communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : To provide evidence-based Physiotherapy treatments to patients, adults, and paediatrics. To perform and complete administrative functions including data compilation and monthly report submissions. Participate in the mentorship and training of community service therapists and supervision of students. Participate in the departmental policy on training and professional development. To ensure departmental standards are met and effective patient service delivery in line with National Standards.
- ENQUIRIES APPLICATIONS** : Ms. Sompunzi Tel No: 012-841-8300
- ENQUIRIES APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr. Hlophe Tel No: 012-841-8329
- FOR ATTENTION NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV Only. Only shortlisted candidates will be requested to bring certified copies of relevant documents. 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. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 05 May 2023
- POST 13/80** : **DIETICIAN PRODUCTION REF NO: HRM/2023/36**
Directorate: Human Nutrition and Dietetics
- SALARY CENTRE REQUIREMENTS** : R332 427 – R557 184 per annum, (OSD)
Mamelodi Regional Hospital
The candidate must be a qualified Dietician, currently registered with HPCSA. National Senior Certificate Qualifications B Nutrition or Bsc Dietetic degree finished one year community service in Dietetics. The candidate must be able

to demonstrate a good clinical knowledge in human nutrition and associated with therapeutic nutrition and food service management intervention, covid, including ART nutrition. The candidate must have good professional attitude /conduct, good communication skills, teamwork and ability and good professional ethics and be able to work under- pressure. The candidate should be familiar with all nutrition products focus management.

DUTIES : To render optimum and manage the ART nutrition, Covid patients and clinical nutrition, MBFHI including managing nutrition at large numbers of patients in the hospital. The candidate should be able to render optimum nutrition to in and out patients in all units, to ensure training and education for all categories of health professionals as well as dietetics student training, health promotion implementation and coordination of health days and also be able to perform therapeutic management, order feeds, to do other duties assigned by standards. Administrative accountability through keeping statistics and effective record keeping as prescribed. Must be able to function in a multi-disciplinary team and adhering to the Public Financial Management Act. The dietician will also be working or managing the milk room also as part of his/her duties and any other duties assigned by departmental manager. The candidate should be able to supervise community service dieticians, and students including therapeutic nutrition in FSU. The candidate should be familiar with nutrition products management and make sure that the health awareness days are implemented and marketing the nutrition department at large.

ENQUIRIES APPLICATIONS : Dr EB Mankge Tel No: (012) 841 8305
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Ms RM Tloane Tel No: (012) 841 8331 Recruitment Section
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 05 May 2023

POST 13/81 : **HOUSEHOLD WORKER REF NO: TRH 09/2023**
Directorate: Logistics

SALARY CENTRE REQUIREMENTS : R107 196 per annum (Level 02)
: Tshwane Rehabilitation Hospital
: Minimum requirement of Grade 10 or Abet. 0-2 years' experience as a Household/Cleaner. Numeracy and literacy skills, Good verbal, written communication and interpersonal skills. Have basic numeric skills. Knowledge of hygiene and safety principles. Effective team working skills. Problem identification skills. Be able to work shifts, weekend and public holidays.

DUTIES : Collect diet list from nursing duty room to main kitchen. Serve patient's meals/ tea according to diet list. Clean/Disinfect jugs for patients to drink water. Oversee general cleanliness of the ward. Defrost and cleaning of fridges. Ordering of cleaning chemicals by VA2 form. Cleaning of patient's bed lockers and cardiac tables. Controlling and securing of cutlery and all assets in the wards. Waste segregation e.g. food waste and general waste. Unpack, counting and recording of linen. Be punctual and willing to undergo continuous training, be able to work under stressful conditions. Work according to duty roster and follow leave procedures. Wear appropriate uniform and protective clothing at all times. Perform any duties delegated by supervisor.

ENQUIRIES APPLICATIONS : Ms R Malatji Tel No: 012 354 - 6113
: Applications must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.

NOTE : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 05 May 2023

POST 13/82 : **DIETITIAN PRODUCTION SESSIONAL REF NO: HRM/2023/51 (X2 POSTS)**
Directorate: Clinical Support (Human Nutrition and Dietetics)

SALARY : R219.00 per hour Tariff
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate, be a qualified Dietitian, currently registered with HPCSA as a Dietitian, candidate must have qualification B Nutrition or BSc Dietetic degree, finished one year community service. The candidate must be able to demonstrate a good clinical knowledge in human nutrition and associated with therapeutic nutrition food service management intervention including ART nutrition.

DUTIES : To render optimum nutrition and manage the ART nutrition, and clinical. MBFHI including managing nutrition at large of patients in the hospital. The candidates should be able to render optimum nutrition to in and out patients in all units, to ensure training and education for all categories of health professionals as well as dietetics student training, health promotion: implementation and coordination of health days, and also be able to perform therapeutic management duties, coordinate clinical nutrition and food service management, orders feeds and perform other duties assigned by departmental manager. Implement and monitor quality assurance and national core standards. Administrative accountability through keeping statistics and effective record keeping as prescribed. Must be able to function in multidisciplinary team and adhere to public financial management Act. The dietitian will also be working or managing the milk room as part of his/her duties and other duties assigned by a departmental manager. The candidates should be able to manage grade dietitians, community service dietitians and students including therapeutic nutrition in FSU. Be familiar with nutrition products management and ensure that health awareness days are implemented and marketing the nutrition department at large. Have good professional attitude/conduct, good communication skills, be able to work under pressure, teamwork ability, and good professional ethics. Be familiar with all nutrition products focus and patient management.

ENQUIRIES : Dr. Mankge EB Tel No: (012) 841 8434
APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Mr. Mh Hlophe Tel No: (012) 841 8331, (HR Recruitment Section)
NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 05 May 2023

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

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

OTHER POSTS

- POST 13/83** : **HEAD CLINICAL UNIT GRADE 1 (HAEMATOLOGY) REF NO: GS 31/23**
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) or Haematopathology 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). 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 Bizaare Tel No: 033-897 3290
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital, Private Bag X 9001, Pietermaritzburg, 3200
: 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. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
- CLOSING DATE** : 02 May 2023

<u>POST 13/84</u>	:	<u>CLINICAL MANAGER GRADE 1 REF NO: OTH CHC 12/2023 (X1 POST)</u>
<u>SALARY</u>	:	R1 227 255 per annum. Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre (Jozini) Senior certificate / Grade 12. MBCHB degree or an equivalent qualification. Only shortlisted candidates will submit/attach proof of current registration certificate with HPCSA as a Medical Practitioner. Council receipt 2023. Valid driver's license code EB. A minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner NB: All Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative and policy framework as well as journals and papers informing the area of operation. Ability to prioritize issues and other work-related matters and comply with the time frames. Team management Skills. Good communication, leadership, problem solving, interpersonal, ethical and professional skills. Sound knowledge of Human Resource Management, information Management and Quality Assurance Programme. Knowledge of current Health and Public Service Legislations and policies.
<u>DUTIES</u>	:	Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide a 24hrs coverage when services require such, in line with application commuted overtime policy. Provide quality care, quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies. Pioneer the management of financial and Human Resources for medical and allied component. Ensure the provision of safe, ethical and high quality medical care. Provide, implement and review clinical management protocols, policies and procedures and ensure that they are in accordance with the current statutory regulations and guidelines. Lead and manage the overall functions of clinical audit and governance to meet the combined objectives of excellence in healthcare and upholding of the patient's Rights Charter. Assist clinical personnel in the Medical and Allied Health domains with quality assurance, quality assurance improvement projects, provision of quality obstetric services, morbidity and mortality reviews, monthly audits, risk management and development of clinical guidelines and policies. Ensure, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate health records in accordance with legal and ethical considerations. Implement and maintain Employee Performance Management and Development System.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.I Mthethwa Tel No: 035 572 9002 Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
<u>CLOSING DATE</u>	:	05 May 2023
<u>POST 13/85</u>	:	<u>CLINICAL MANAGER GRADE 1 REF NO: RIET 15/2023 (X1 POST)</u> Component: Medical (HAST) Re Advertisement of posts
<u>SALARY</u>	:	Grade 1: R1 227 255 per annum, (TCE package). Benefits: 22% rural allowance and commuted overtime subject to approval.
<u>CENTRE</u>	:	Rietvlei Hospital

- REQUIREMENTS** : Grade 1: Grade 12 (senior certificate)/ Standard 10. MB ChB or equivalent Degree Registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. A minimum of 3 years appropriate/ recognizable experience after registration with HPCSA as a Medical Practitioner. Plus, certificate of service endorsed by Human Resource Knowledge, Skills, Training and Competencies Required: Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. Internal and external policies. Provincial drainage area mapping. National norms and standards for relevant clinical results. Patient rights responsibility Charter. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results. Good interpersonal and communication skills. Interpersonal relations. Strong leadership, organizational, operational, and contingency planning skills. Medical/clinical skills. Conflict management. Reporting. Administrative. Analytical and creative thinking. Independent decision-making and problem-solving skills. Planning, organization and problem solving. Verbal and written communication.
- DUTIES** : Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Ensure an effective administered clinical department. Effective education, training and research. Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards.
- ENQUIRIES** : Dr JBK Mitewu @ 072 386 4907
- APPLICATIONS** : All applications must be directed to: Rietvlei Hospital, and Private Bag X501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component
- FOR ATTENTION** : Miss Ntuzela
- NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. 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. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However, all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
- CLOSING DATE** : 02 May 2023
- POST 13/86** : **MEDICAL SPECIALIST: TRAUMA & EMERGENCY REF NO: GJGM19/2023 (X1 POST)**
Component: Medical
- SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, all-inclusive package
Grade 2: R1 322 100 – R1 403 235 per annum, all-inclusive package
Grade 3: R1 534 356 – R1 918 284 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS

: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist. One (1) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist plus Five (5) post registration experience as a Medical Specialist in Trauma & Emergency OR Six (6) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Trauma & Emergency OR Ten (10) years post registration experience as a Medical Specialist in Trauma & Emergency. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies required: Sound Clinical knowledge and experience of procedures and protocols in Emergency Medicine. Good verbal and written, communication and interpersonal skills. Cross cultural awareness. Sound teaching & supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team.

DUTIES

: Assists the Head Of clinical Unit (HCU) to ensure optimal Emergency Medicine Service. Assist the HCU in the development of management protocols/policies for the department. Provide emergency clinical care and oversight as expected of a specialist in Emergency Medicine. Assist with quality improvement imperatives including clinical audits (morbidity & mortality reporting and reviewing Clinical documentations audits etc.) and continuous professional development activities Training of registrars, nurses, junior doctors and colleagues and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. Supervise, teach & assess medical students. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the need of the institution.

ENQUIRIES

: Dr S Ramdheen (Medical Specialist) Tel No: (032) 4376076

APPLICATIONS

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

FOR ATTENTION

: Mr. T Latha

NOTE

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

acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/87** : **MEDICAL OFFICER: TRAUMA & EMERGENCY REF NO: GJGM21/2023 (X2 POSTS)**
Component: Medical Management Services
- SALARY** : Grade 1: R858 528 – R924 876 per annum, all-inclusive package
Grade 2: R981 639 – R1 073 355 per annum, all-inclusive package
Grade 3: R1 139 217 – R1 424 286 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: Sound knowledge and skills in Emergency Medicine including advanced Adult and Paediatric resuscitative intervention. Sound clinical knowledge in General Medicine including management of acute and chronic Medical and Surgical conditions. Good interpersonal, supervisory, communication and leadership skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in emergency care. Knowledge of the health care system and medical ethics. Awareness of cross-cultural differences. Concern for excellence. Recommendation: ACLS, PALS, ATLS or Diploma in Primary care is recommended.
- DUTIES** : Provision of quality patient centered medical care to all patients in the emergency unit. Examine, investigate, diagnose and oversee the treatment of patients in the Emergency Department. Maintain acute medical records in accordance with legal and ethical guidelines. Ability to assist the senior medical staff in the smooth running of the department. Participation in the activities within the discipline including case presentations, journal club and other departmental meetings. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning. To provide training for nurses, junior staff, interns and medical students. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the needs of the institution. The following learning opportunities are available in the accident and emergency unit- Supervision by an emergency physician with daily ward rounds and “on the floor teaching” in Trauma & Emergency department. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.
- ENQUIRIES APPLICATIONS** : Dr S Ramdheen (Medical Specialist) Tel No: (032) 4376076
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION NOTE** : Mr. T Latha
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated.

Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

POST 13/88

: **MEDICAL OFFICER- OBS & GYNAE (GRADE 1, 2, 3) REF NO: OSI MED MAN 08/2023 (X2 POSTS)**

SALARY

: Grade 1: R858 528 per annum, all-inclusive packages
 Grade 2: R981 639 per annum, all-inclusive packages
 Grade 3: R1 139 217 per annum, all-inclusive packages
 Other Benefits: (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Fixed Commuted Overtime (conditions apply)

CENTRE REQUIREMENTS

: Osindisweni District Hospital, Verulam
 Senior certificate/ Grade 12 PLUS. An appropriate tertiary qualification (MBChB). Current registration with HPCSA as a Medical Practitioner. Proof of current registration with the Health Professions Council of South Africa as an independent practitioner. **Grade 1:** Senior Certificate STD 10/Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus no experience. A Minimum of 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Senior certificate / STD 10 / Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Senior certificate / STD 10 / Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. All abovementioned documents need not be attached on application, they will be requested only if shortlisted. Knowledge, Skills, Training and Competencies: Knowledge of women's health issues to allow for accurate diagnoses and appropriate management of clinical problems. Ability to deal with all obstetrics and gynaecology emergencies. Ability to perform

minor gynaecological procedures and c/sections. Ability to function as part of a multi-disciplinary team setting of a District level. Working knowledge of obstetrical protocols, health policies, acts and regulations. Good decision making, leadership, mentoring skills and good communication skills. Good decision making, leadership, mentoring skills and good communication skills. Good team building and problem solving. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders. Good research and presentation skills.

DUTIES : Clinical duties as per district hospital / departmental requirements including after hour service. Provision of quality care. Morbidity and mortality reviews, monthly various types of audits, development of clinical guidelines. Patient satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patients' expectations. Maintain and continuously improve professional and ethical standards. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Participate in Quality Improvement Plans. Compulsory participation in group 3 commuted overtime.

ENQUIRIES : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
APPLICATIONS : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340

CLOSING DATE : 02 May 2023

POST 13/89 : **MEDICAL OFFICER- PAEDS (GRADE 1, 2, 3) REF NO: OSI MED MAN 09/2023 (X1 POST)**

SALARY Grade 1: R858 528 per annum, all-inclusive packages
 Grade 2: R981 639 per annum, all-inclusive packages
 Grade 3: R1 139 217 per annum, all-inclusive packages
 Other Benefits: (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Fixed Commuted Overtime (conditions apply)

CENTRE : Osindisweni District Hospital, Verulam
REQUIREMENTS : Senior certificate/ Grade 12 PLUS. An appropriate tertiary qualification (MBChB). Current registration with HPCSA as a Medical Practitioner. Proof of current registration with the Health Professions Council of South Africa as an independent practitioner. **Grade 1:** Senior Certificate STD 10/Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus no experience. A Minimum of 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Senior certificate / STD 10 / Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Senior certificate / STD 10 / Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. All abovementioned documents need not be attached on application, they will be requested only if shortlisted. Knowledge, Skills, Training and Competencies: Knowledge of paediatric health issues to allow for accurate diagnosis and appropriate management of clinical problems. Knowledge of National Quality Standard relating to primary healthcare. Ability to function as part of a multi-disciplinary team setting of a District level. Working knowledge of obstetrical protocols, health policies, acts and regulations. Good decision making, leadership, mentoring skills and good communication skills. Good decision making, leadership, mentoring skills and good communication skills. Good team building and problem solving. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders. Good research and presentation skills.

DUTIES : Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referral to higher level of care. Participate in Quality Improvement Plans. Compulsory.

ENQUIRIES : Dr TS Mabusha: Tel No: 032 541 9205 / 9269

APPLICATIONS : Applications to be forwarded to: Dr TS Mabusha, Medical Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE : 02 May 2023

POST 13/90 : **CLINICAL PSYCHOLOGISTS REF NO: MURCH- 18/2023**

SALARY : Grade 1: R745 785 per annum, (all-inclusive package)
Grade 2: R870 231 per annum, (all-inclusive package)
Grade 3: R1 009 944 per annum, (all-inclusive package)
Other Benefits: Employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital

REQUIREMENTS : **Grade 1:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus One (1) year of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** master's in clinical psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Eight (8) years of experience after registration with the HPCSA as a Psychologist & Requires nine (9) experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist 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 Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Knowledge, Skills And Competencies Sound clinical knowledge regarding Clinical Psychology diagnoses, assessment and treatment procedures Knowledge and the ability to administer and interpret psychological tests Ability to function and contribute in a multi-disciplinary team Mentor and in-service junior staff, nurses, interns and students Excellent Communication and interpersonal relationship skills Quality Assurance and Improvement Problem solving skills Planning and organizing Offer outreach services Medico legal work.

DUTIES : Assess persons by means of clinical interviews Administer and write reports on psychometric assessments Ability to conduct individual, group and family psychotherapy Ability to communicate with patients and relatives Maintain accurate records and statistics Develop and implement policies in keeping with Provincial and National DOH Guidelines.

ENQUIRIES : Dr. S Lachman Tel No: 039-6877311 ext. 106

APPLICATIONS : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted

The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 18/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 05 May 2023
- POST 13/91** : **OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: STC 12 /2023 (X1 POST)**
- SALARY** : R588 378 – R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance Plus 8% Rural Allowance (subject to meeting prescribed requirements)
- CENTRE REQUIREMENTS** : St Chads CHC
National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of Service Endorsed by Human Resource Department is required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training and Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies.
- DUTIES** : Performance Areas: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical

management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

**ENQUIRIES
APPLICATIONS**

: Mr. M.I Siyaya Tel No: 036 637 9600
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 02 May 2023

POST 13/92

: **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-THONJ 05/2023 (X1 POST)**
(Re: Advertisement)

SALARY

: R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE
REQUIREMENTS**

: Murchison Hospital-Thonjeni Clinic
: Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR. Recommendation: Valid Code 08 Drivers license Computer Literacy Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

- DUTIES** : Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).
- ENQUIRIES APPLICATIONS** : Mr LG Nyawo Tel No: 039-6877311 ext. 130
: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 05 May 2023
- POST 13/93** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-IZING 06/2023 (X1 POST)**
(Re: Advertisement)
- SALARY** : R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital-Izingolweni Clinic
: Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in

Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing. Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR. Recommendation: Valid Code 08 Drivers license Computer Literacy Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

DUTIES

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

**ENQUIRIES
APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130
 : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. Murch/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the

Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 05 May 2023
- POST 13/94** : **OPERATIONAL MANAGER (GENERAL WARDS) REF NO: OSI OM 11/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 – R662 220 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. **Grade 1:** Grade 12 (Standard 10) certificate. Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (need not be attached on application they will be requested only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Knowledge of nursing care policies, nursing statutory regulation, guidelines and other relevant legal framework. Knowledge of nursing care approaches. Strong interpersonal relations, communication, verbal, report writing and facilitating skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work-related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision-making skills. Knowledge of Human Resources and Financial policies and practices. Basic computer skills.
- DUTIES** : Advocate and ensure and promotion of nursing ethics and professionalism. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practices and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Work as part of a multidisciplinary team at level to ensure good nursing care by the nursing team. Display a concern for patients, promoting and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho-Pele. Improve Hospital efficiencies, assist with the management of the transformation process and change within the unit to ensure that the objects of the objectives of the institution are met. Ensure effective utilization of resources. Provide night services including clinical and non-clinical emergencies. Establish and maintain adherence to clinical governance pillars and processes. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievances matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Development System (EPMDS).
- ENQUIRIES APPLICATIONS** : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
- CLOSING DATE** : 02 May 2023
- POST 13/95** : **OPERATIONAL MANAGER (GENERAL-NIGHT DUTY) REF NO: OSI OM 12/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 – R662 220 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).
- CENTRE** : Osindisweni District Hospital, Verulam

<u>REQUIREMENTS</u>	:	Experience: A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Grade 1: Grade 12 (Standard 10) certificate. Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (need not be attached on application they will be requested only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Knowledge of nursing care policies, nursing statutory regulation, guidelines and other relevant legal framework. Knowledge of nursing care approaches. Strong interpersonal relations, communication, verbal, report writing and facilitating skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work-related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision-making skills. Knowledge of Human Resources and Financial policies and practices. Basic computer skills.
<u>DUTIES</u>	:	Advocate and ensure and promotion of nursing ethics and professionalism. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practices and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Work as part of a multidisciplinary team at level to ensure good nursing care by the nursing team. Display a concern for patients, promoting and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho-Pele. Improve Hospital efficiencies, assist with the management of the transformation process and change within the unit to ensure that the objects of the objectives of the institution are met. Ensure effective utilization of resources. Provide night services including clinical and non-clinical emergencies. Establish and maintain adherence to clinical governance pillars and processes. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievances matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
<u>APPLICATIONS</u>	:	To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
<u>CLOSING DATE</u>	:	02 May 2023
<u>POST 13/96</u>	:	<u>OPERATIONAL MANAGER NURSING (LEVEL 10) – UMLAZI D PRIMARY HEALTH CARE REF NO: OMN/UML-D/PHC 01/23</u>
<u>SALARY</u>	:	R588 378 – R662 220 per annum. Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) Inhospitable Area Allowance (8% of basic salary)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital – Umlazi D Primary Health Care
<u>REQUIREMENTS</u>	:	Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Certificates of registration with SANC as a Professional Nurse and relevant post basic qualification. Experience: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance

standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership supervisory, organizing, decision making, problem solving abilities skills Coordination and Report writing skills Time management Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.

- DUTIES** : Facilitate provision of comprehensive package of service at PHC level including priority programs and Quality Improvement Programs Develop Facility Operational Plan and DPQR monitor the implementation and submit progress reports; Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property. Monitor and implement ICRM as per guideline. Supervise the community outreach teams and ensure submission of the reports Ensure staff development and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards, Office Health Standard Compliance and ideal clinic priorities are implemented and sustained. Provision of safe environment for patient's management through effective monitoring of complaints management, Patient safety incident and waiting time effectively. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing act, Occupational and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting Co-ordinate special projects and health promotion in line with the program goals of health calendar. Compile and submit Daily, Weekly, Monthly, Quarterly statistics and other reports, Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team Maintain intersectoral collaboration with other Government structures and provide support to Sukuma Sakhe Activities Co-ordinate and implementation a sustainable of Community based model Advocate and promote nursing ethos and professionalism in the clinic. Ensure functionality of health systems and updated periodically e.g. HPRS, TIER, DHIS and EVDS.
- ENQUIRIES** : Mrs M Mlotshwa Tel No: 031- 907 8203
- APPLICATIONS** : All applications should be posted to The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X07; Mobeni; 4060
- FOR ATTENTION** : Mrs TZ Makanya
- NOTE** : Persons with disabilities, the African Male, Coloured Female and White Male / Female are encouraged to apply for the post.
- CLOSING DATE** : 02 May 2023
- POST 13/97** : **CHIEF RADIOGRAPHER REF NO: MOS/CR/02/2023 (X1 POST)**
- SALARY** : R487 305 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 17%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : National Senior Certificates (Grade 12). National Diploma/ Degree in Diagnostic Radiography. Certificate of Registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Proof of current registration with HPCSA as a Diagnostic Radiographer for 2022/2023. Minimum of 3 years relevant working experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Proof of previous and current work experience (certificate/s of service, official letter of service) endorsed and stamped by HR (only when shortlisted). Recommendations: Valid driver's license Computer literacy (MS Office programmes) Knowledge, Skills And Competencies Required: Sound knowledge of diagnostic radiography procedures or ultrasound. Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations, safety measures and policies. Knowledge of

		Occupational Health and Safety and other relevant Acts, Policies and Regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Knowledge of Quality Assurance procedures and methods as per Radiation Control Directorate. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of Public Service Policies, Acts & Regulations including the PFMA, HRM Policies. Knowledge of Employee Performance and Management system (EPMDS).
<u>DUTIES</u>	:	Provide high quality radiography service while adhering to safe radiation protection standards. Execute all clinical procedures competently whilst adhering to whilst adhering to protocols and practices and techniques. Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of Quality Assurance and Quality improvement projects. Promote Batho Pele principles in the daily execution of duties for effective service delivery. Deal with grievances and labour relations issues in terms of laid down policies. Perform reception and administrative duties as required. Ensure health and safety rules and regulations are adhered to. Provide assistance, supervision and training to junior staff. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Give factual information to patients and clients on Diagnostic Radiography.
<u>ENQUIRIES</u>	:	Ms. WM. Vilakazi (Assistant Director Radiographer) Tel No: 035 591 0122 EXT 136)
<u>APPLICATIONS</u>	:	Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
<u>FOR ATTENTION NOTE</u>	:	Mr. SS. Langa
	:	The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za , The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
<u>CLOSING DATE</u>	:	02 May 2023
<u>POST 13/98</u>	:	<u>CLINICAL PROGRAMS CO-COORDINATOR (IPC) REF NO: NDW/CPC/05/2023 (IPC)</u>
<u>SALARY</u>	:	R464 466 per annum. Other Benefits: 13 TH cheque, 8% inhospitable allowance of basic salary, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Ndwedwe CHC
	:	Senior Certificate / Grade 12 Detailed CV with relevant work experience Degree/ Diploma in general nursing and midwifery that allows registration with SANC as a professional nurse. Proof of current registration with SANC A minimum of seven (7) years appropriate / recognizable nursing experience after registration as professional nurse with SANC in general nursing. Proof of

previous and current work experience endorsed and stamped by Human resource department, certificate and Proof of current registration with SANC of services will be requested to the shortlisted candidates. Recommendation: Computer Literacy Knowledge, Skills and Competencies Required: Knowledge of on applicable legislations such as Health Acts, Nursing Act, Occupational Health and safety, and Waste Management Act. Knowledge of SANC Rules and regulations. High level of innovation and initiative. Presentation skills - assertive and diplomacy. Good Knowledge of code of conducts and Labour relations. Computer literacy in word processing and spread sheet packages. Understanding of HR prescripts, Leave Management, EPMDs etc. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skills. Skill in organizing planning and supervising. Knowledge of Batho Pele and patient's rights.

DUTIES

: Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the operational plan and also provide feedback to management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyze provincial policy guidelines imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional protocols. Ensure dissemination of information and adherence to institutional IPC protocols.

ENQUIRIES

: Ms K Naidoo Tel No: 032 532 3350

APPLICATIONS

: Province: Kwazulu-Natal Health Department, all applications should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION

: Mr. EM Khumalo Tel No: 032 532 3050

NOTE

: Directions to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Applicants are requested not to submit copies / attachments/proof / certificates /ID/Drivers license / qualifications on applications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010 The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants.(This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to apply"NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE

: 05 May 2023

POST 13/99

: **OPERATIONAL MANAGER (GENERAL STREAM NIGHT DUTY) REF NO: MURCH- 14/2023 (X1 POST)**

SALARY

: R464 466 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE REQUIREMENTS

: Murchison Hospital
: Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department. One

year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedure and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Oversee the effective overall functioning of the facility at night Provision of quality nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To effectively manage the utilization and supervision of resources Maintain professional growth/ethical standards and self-development Implementation and management of Infection Control and Prevention protocols, Safety and Risk management Maintain accurate and complete records according to legal requirement To participate in quality improvement programmes and clinical audits Provide direct and indirect supervision of wards Maintain discipline in all Labour related issues grievances in terms laid down by policies and procedures Ensure staff development and performance through implementation of EPMDS and other related HR policies Participate and ensure the implementation of norms /standards and Ideal Hospital realisation Compile accurate daily patient care statistics and other related patient care reports. Monitor nursing documentation audits as per policy.

ENQUIRIES : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
APPLICATIONS : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 14/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 05 May 2023

POST 13/100 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM – NIGHT DUTY) GRADE 1- REF NO: MGMH 22/2023**

SALARY : R464 466 – R522 756 per annum, PLUS 13th cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements)

- CENTRE REQUIREMENTS** :
- : Mahatma Gandhi Memorial Hospital
 - : Senior certificate (Grade 12) or equivalent. Degree/ National Diploma in nursing that allows registration with SANC as a Professional Nurse and midwife. A minimum of seven (7) years appropriate/recognizable nursing experience after registration as Professional Nurse with the South African Nursing Council (SANC) in General nursing and midwifery. Certificates of registration with SANC. Shortlisted candidates will be required to produce proof of current registration with the SANC (2023 receipt).
- DUTIES** :
- : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of complaints and waiting times. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilisation of all resources e.g. human, financial and material. Participate in Quality improvement programs and clinical audits. Identify, develop and control risk management systems within the unit. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Participate in performance reviews i.e. EPMDS. Participate and ensure implementation of National Core Standards, Ideal Hospital Realization Framework, National Health Priorities, Quality Improvement initiatives including national priority program plans.
- ENQUIRIES APPLICATIONS** :
- : Mr GTD Mthethwa Tel No: 031 502 2015
 - : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.
- FOR ATTENTION NOTE** :
- : Mr E.S Gwala
 - : following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH 01/2022. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Shortlisted Non- RSA Citizens/Permanent Residents/ Work Permit holder's candidates will be required to produce a copy of their Permanent Residence Permit before or on the date of an interview. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.
- CLOSING DATE** :
- : 02 May 2023

<u>POST 13/101</u>	:	<u>ULTRASOUND RADIOGRAPHER/SONOGRAPHER REF NO:</u> <u>GJGM27/2023 (X2 POSTS)</u> Component: Allied Health Component
<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>	:	General Justice Gizenga Mpanza Regional Hospital
	:	Grade 1: Experience – Nil for South African Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of foreign qualified Sonographer. Grade 2: Experience – Ten (10) years appropriate experience after registration with HPCSA as a Radiographer and Eleven (11) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Grade 3: Experience – Twenty (20) years Appropriate experience after registration with HPCSA as a Radiographer and Twenty-One (21) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Senior Certificate or equivalent, plus a Three (3) year National Diploma or B. Tech Degree in Diagnostic and Acts. Registration certificates as a Sonographer with HPCSA. Current Registration with HPCSA as a Sonographer. Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills.
<u>DUTIES</u>	:	Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety Standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MR Leso (Deputy Director: Radiography) Tel No: (032) 4376132
	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>FOR ATTENTION NOTE</u>	:	Mr. T Latha
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that

due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/102** : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCHISON07/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance Murchison Hospital-Izingolweni PHC (MOU)
- CENTRE REQUIREMENTS** : **Grade 1:** Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. Certificate of service from previous and current employer endorsed and stamped by HR. **Grade 2:** Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Certificate of service from previous and current employer endorsed and stamped by HR Requirements Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.
- ENQUIRIES APPLICATIONS** : Mr. LG Nyawo Tel No: 039-6877311 ext. 130
All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website

- www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 05 May 2023
- POST 13/103** : **PROFESSIONAL NURSE SPECIALTY – TRAUMA & EMERGENCY REF GJGM22/2023 (X1 POST)**
Component: Nursing Management Service
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post-basic qualification with a duration of at least 1 year Accredited with the SANC in Trauma & Emergency Nursing Science or Critical Care Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science or Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency OR Critical Care Nursing Science. Current registration receipt with SANC for 2023. Recommendations: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. 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 (Batho Pele). Able to manage clients during disasters and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMSD evaluation of staff within the unit and

participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES
APPLICATIONS**

: Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 4376111
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION
NOTE**

: Mr. T Latha
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

POST 13/104

: **PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS REF NO: GJGM23/2023 (X1 POST)**
 Component: Nursing Management Services

SALARY

: Grade 1: R400 644 per annum
 Grade 2: R492 756 per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Excellent communication skills, human relations and ability to teach and train

staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relation and disciplinary procedures. Basic understanding of HR and Financial policies and practices. Planning, Organizing, Leading, Controlling, Delegation, Supervisory, Communication, motivation, Decision-Making, Problem-Solving, Disciplinary and co-ordination skills.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards a professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-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 i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies.

ENQUIRIES : Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 437 6356
APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

FOR ATTENTION : Mr. T Latha
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE : 03 May 2023

<u>POST 13/105</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGY</u> <u>REF NO: GJGM24/2023 (X2 POSTS)</u> Component: Nursing Management Services
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with SANC (2022 receipt). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). Current registration with SANC (2022 receipt). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. Recommendations: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members.
<u>ENQUIRIES</u>	:	Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 4376382
<u>APPLICATIONS</u>	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>FOR ATTENTION</u>	:	Mr. T Latha
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be

accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/106** : **PROFESSIONAL NURSE SPECIALTY – ICU REF NO: GJGM25/2023 (X2 POSTS)**
Component: Nursing Management Services
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current registration with SANC (2022 receipt). A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current registration with SANC (2022 receipt). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in Maternity. Recommendations: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better

quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 437 6111
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION
NOTE**

: Mr. T Latha
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

POST 13/107

: **PROFESSIONAL NURSE SPECIALTY – PSYCHIATRY REF NO: GJGM26/2023 (X1 POST)**
Component: Nursing Management Service

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** A minimum of 4 years appropriate recognizable Experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post-basic qualification in advanced Psychiatric Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality. Senior Certificate or grade 12. Degree/Diploma in General Nursing. Post Basic Diploma qualification in advanced Psychiatric Nursing Science Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic in advanced Psychiatric Nursing Science Current registration receipt with SANC for 2023. Recommendations: Knowledge and insight into nursing care processes and procedures, nursing statutes and relevant legal frameworks. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Knowledge of SANC rules and regulations. Knowledge of Batho Pele

- Principles and Patients' Right Charter. Good verbal and written communication and report writing skills. Decision making, problem solving skills and conflict management skills. Ability to function as part of a team.
- DUTIES** :
- Execute duties and functions with proficiency within the prescripts of applicable legislation. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure that all programs related to psychiatric nursing are implemented. Provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are Implemented. Ensure and advocate for provision and supervision of patients needs. Maintain accurate and complete patient records according to legal requirements. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices. Manage and supervise effective utilization of all resources e.g. Human, Financial and material resources. Exercise control over discipline, grievance and labour relations issues. Assist with performance reviews i.e. EPMDS as well as student progress reports. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks. Ensure the provision of accurate statistical information for data management'. Participate in implementation of the National Core Standards. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** :
- APPLICATIONS** :
- Matron M Stevens (Assistant Nurse Manager) Tel No: (032) 437 6034
Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** :
- NOTE** :
- Mr. T Latha
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
- CLOSING DATE** :
- 03 May 2023
- POST 13/108** :
- CLINICAL NURSE PRACTITIONER (BUSINGATHA CLINIC) REF NO: EMS/15/2023**
- SALARY** :
- Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)</p> <p>Emmaus Hospital</p> <p>Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. NB: Only shortlisted candidates will be required to submit certified copies of qualifications. Knowledge & Skills Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.</p>
<u>DUTIES</u>	<p>Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening , testing and vaccination to clients.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312</p> <p>Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.</p>
<u>FOR ATTENTION NOTE</u>	<p>Human Resource Manager</p> <p>Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.</p>
<u>CLOSING DATE</u>	<p>02 May 2023 at 16:00</p>
<u>POST 13/109</u>	<p><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM</u> <u>REF NO: MURCH-THEM 08/2023 (X1 POST)</u></p>
<u>SALARY</u>	<p>Grade 1: R400 644 per annum Grade 2: R492 756 per annum</p>

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
Murchison Hospital – Thembalesizwe Clinic

Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate **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 at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES
APPLICATIONS**

Mr LG Nyawo Tel No: 039-6877311 ext. 130
All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.

(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 05 May 2023
- POST 13/110** : **PROFESSIONAL NURSE (SPECIALTY) THEATRE REF NO: MOS/PN-TH/01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate {Grade 12}. Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic nursing qualification with duration of at least 1year in 'Curative Skills in Theatre' accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022 APC receipt)/license to practice {Only when shortlisted}. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) {Only when shortlisted}.
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within the set standard. i.e professional/ obligation. Apply nursing process to the patient care in operating room. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics participate in auditing of clinical charts and develop QIPS. Participate in the implementation of national norms and standards, guidelines, protocols. Manage resources effectively, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development to staff. Participate in training, research and programmes e.g. IPC, Quality Assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swab and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations and ensure smooth running of the theatre. Maintain professional growth/ ethical standards and self- development. Promote good working relationships with multidisciplinary team. Maintain sterile environment and ensure availability/ functionality of surgical equipment.
- ENQUIRIES** : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035 591 0122 EXT 101)
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. SS. Langa
- NOTE** : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free

to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result in your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 02 May 2023
- POST 13/111** : **PROFESSIONAL NURSE (SPECIALTY) ORTHOPAEDIC REF NO: MOS/PN-ORTHO/01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic nursing qualification with duration of at least 1 year in 'Curative Skills in Orthopaedic' accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022 APC receipt)/license to practice {Only when shortlisted}. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted). Knowledge, Skills and Competencies Required: Basic Computer literacy to enhance service delivery. Appropriate understanding of Nursing scope of practice and Nursing standards as determined by Orthopaedic. Knowledge of health and public service legislation, regulations and policies. Excellent communication skills, human relations and ability to teach and train staff within a team. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery. Basic understanding of HR and financial policies and practices, Planning organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.
- DUTIES** : Provision of optimal, holistic specialised nursing care provided within the set standards i.e professional/obligation. Apply nursing process to the patient care in orthopaedic units. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National norms and standards, guidelines, protocols. Manage resources effectively, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations on Batho Pele principles. Work as part of multidisciplinary team to ensure good nursing care. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. Ensure that equipment in the unit is adequate and checked and in working. To deliver quality nursing care to orthopaedic patients in the ward, OPD and Clinics. To offer patients care by assessing, collecting interpreting information on orthopaedic clients and prescribing interventions. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient's records. Maintain professional growth/ethical standards and self-development. Promote good working relationships with multidisciplinary team in the provision of quality holistic and individualised patient care. Maintain sterile environment and ensure availability/functionality of surgical equipment.
- ENQUIRIES** : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No:(035) 591 0122 (EXT 101)
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. S.S. Langa
- NOTE** : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in

disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 02 May 2023
- POST 13/112** : **PROFESSIONAL NURSE (SPECIALTY- MATERNITY) ADVANCE MIDWIFERY REF NO: MOS/PN/AM/01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE REQUIREMENTS** : Mosvold District Hospital
Grade 1: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted). Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labor Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
- DUTIES** : Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process, Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that

these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

ENQUIRIES : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035 591 0122 EXT 101)
APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION : Mr. SS. Langa
NOTE : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 02 May 2023

POST 13/113 : **PROFESSIONAL NURSE – SPECIALTY (TRAUMA AND EMERGENCY)**
REF NO: OSI PN 09/2023 (X1 POST)

SALARY : Grade 1: R400 644 – R464 466 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).

CENTRE : Osindisweni District Hospital, Verulam
REQUIREMENTS : A minimum of 2 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing and Midwife. Grade 12 (Standard 10) certificate. Basic R425 Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (need not be attached on application they will be requested only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good communication skills. Report writing skills. Planning and organization skills. Ability to function as part of a team. Decision-making skills. Basic computer skills.

DUTIES : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. 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. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of

patient care on all level e.g. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervision and subordinates. Assist the allocation list day and night rosters and input for leave. Do readjustments as required on the shift to provide adequate nursing care. Execute disciplinary code and grievances procedure executed up to a certain level then referred to the nurse manager. Implement Employer Assistance Plan. Assist in evaluation of staff on work performance according to staff management system. Assist in record keeping and providing statistical information on training and staff as requested including agency staff. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget input regarding consumables and equipment budget for financial year. Exercise the control function to meet medical/legal obligations i.e. weekly budget, drug control, control of medication used. Assist in orientation, induction and mentoring of all nursing staff and orientation to the other staff. Assist in planning coordination of training and promote learning opportunities for all nursing categories. Complete patient related data and partake in research.

- ENQUIRIES** : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
- APPLICATIONS** : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
- CLOSING DATE** : 02 May 2023
- POST 13/114** : **PROFESSIONAL NURSE – SPECIALTY (PHC) REF NO: OSI PN 10/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 – R606 042 per annum
Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).
- CENTRE** : Osindisweni District Hospital, Verulam
- REQUIREMENTS** : A minimum of 2 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing and Midwife. **Grade 1:** Grade 12 (Standard 10) certificate. Basic R425 Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. **Grade 2:** Grade 12 (Standard 10) certificate. Basic R425 Degree / Diploma in General Nursing and Midwifery. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. Proof of current registration with SANC (2023 SANC receipt) (only if shortlisted). A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with S.A.N.C. in General Nursing, of which 10 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Clinical assessment, treatment and care. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good communication skills. Report writing skills. Planning and organization skills. Ability to function as part of a team. Decision-making skills. Basic computer skills. Basic computer skills.
- DUTIES** : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. 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. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all level e.g. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervision and subordinates. Assist the allocation list day and night rosters and input for

leave. Do readjustments as required on the shift to provide adequate nursing care. Execute disciplinary code and grievances procedure executed up to a certain level then referred to the nurse manager. Implement Employer Assistance Plan. Assist in evaluation of staff on work performance according to staff management system. Assist in record keeping and providing statistical information on training and staff as requested including agency staff. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget input regarding consumables and equipment budget for financial year. Exercise the control function to meet medical/legal obligations i.e. weekly budget, drug control, control of medication used. Assist in orientation, induction and mentoring of all nursing staff and orientation to the other staff. Assist in planning coordination of training and promote learning opportunities for all nursing categories. Complete patient related data and partake in research.

- ENQUIRIES** : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
- APPLICATIONS** : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
- CLOSING DATE** : 02 May 2023
- POST 13/115** : **CLINICAL NURSE PRACTITIONER (PHC MOBILE CLINIC) REF NO: GTN 14/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 – R492 756 per annum
Other Benefits: 13TH Cheque plus 12% Rural allowance, Medical aid (optional).
Housing allowance
- CENTRE** : Greytown Hospital (PHC Mobile Clinic)
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC A minimum of fourteen **(14) years** recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023 Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision-making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400 Ext 410
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown 3250. Hand delivery: Bell Street extension, Greytown Hospital.
- FOR ATTENTION** : Mrs Z.J Ngobe
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website

- www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

<u>CLOSING DATE</u>	:	03 May 2023
<u>POST 13/116</u>	:	<u>CLINICAL NURSE PRACTITIONER (AMATIMATOLO CLINIC) REF NO: GTN 15/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 – R492 756 per annum Other Benefits: 13 TH Cheque, plus 12% Rural allowance, Medical aid (optional). Housing allowance
<u>CENTRE REQUIREMENTS</u>	:	Greytown Hospital (Amatimatolo Clinic) Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023 Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required: Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision-making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
<u>DUTIES</u>	:	Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms. P.P.L Nkala Tel (033) 4139 400 (Ext 410)

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250, Hand delivery: Bell Street extension, Greytown Hospital.

FOR ATTENTION : Mrs Z.J Ngobe

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 03 May 2023

POST 13/117 : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 12/2023 (X2 POSTS)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

CENTRE : Port Shepstone Regional Hospital (Operating Theatre Unit)

REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with 1 year post basic qualification in Operating Theatre Nursing Science **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements Grade 12 or Matric certificate. Diploma/Degree in General Nursing science Diploma/Degree in Midwifery nursing science. Diploma/degree in Operating Theatre Registration with SANC as General Nurse, midwifery and Operating Theatre Nursing Science. SANC Receipt for 2023 Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and Counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, Planning and organizational skills.

DUTIES : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the

Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients utilizing Batho Pele principles. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Participate in ethics and professionalism activities. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Regulated Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

- ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed application for employment (Z83) And Curriculum Vitae (Only Short-Listed Candidates will be requested to submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 05 May 2023
- POST 13/118** : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 13/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : Port Shepstone Regional Hospital (Orthopaedic Unit)
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with 1 year post basic qualification in Orthopaedic Nursing Science **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in Orthopaedic Nursing Science Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) Grade 12 or Matric certificate. Diploma/Degree in General Nursing science Diploma/Degree in Midwifery nursing science. Diploma/degree in Operating Theatre Registration with SANC as General Nurse, midwifery and Orthopaedic Nursing Science. SANC Receipt for 2023 Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and Counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, Planning and organizational skills.
- DUTIES** : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an

optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients utilizing Batho Pele principles. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Participate in ethics and professionalism activities. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Regulated Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work-related programmes and training.

- ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed Application for Employment (Z83) And Curriculum Vitae. (Only short-listed candidates will be requested submit proof) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 05 May 2023
- POST 13/119** : **ASSISTANT MANAGER: FINANCIAL ACCOUNTING REF NO: PSH 25/2023 (X1 POST)**
- SALARY** : R393 711 per annum (Level 09). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Grade 12 / Matric Certificate Degree/3 years National Diploma in Financial Accounting/ Cost & Management Accounting/Relevant qualification 3 - 5 years supervisory experience in Financial Accounting Environment. Computer literacy Microsoft Word and Excel (Certificate required) Valid unendorsed driver's license Knowledge, Skills and Competencies Required Ability to keep abreast of work related developments. Ability to apply technical/professional knowledge and skills in immediate work area and wider work environment. Good Knowledge of PFMA, Treasury Regulations & SCM Framework. Knowledge to request reports on BAS, PERSAL & Vulindlela. Good Organizational and planning skills and able to make independent decisions. Provide information on the status of adherence to financial policies and Regulations. Provide guidance and advice on Financial Accounting. Decision making and leadership skills.
- DUTIES** : Manage, evaluate and direct performance of Revenue section, Expenditure & Voucher section. Management of staff debtors, Management of suspense accounts. Timeous Processing of payments. Management of Voucher control. Monthly compilation of Reports. Monitor and correct misallocations and do recoveries to Clinics. Compilation of CEO's pack. Ensure maximum collection of revenue. Prepare reports for Cash flow Committee meeting Provide training, advice and guidance to staff. Provide input on Audit Improvement Plan, ensure implementation and adherence to Auditor General Requirements.
- ENQUIRIES** : Mr. NSB Radebe Tel No: (039) 688 6234 or 039 688 6000
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu

- NOTE** : Detailed application for Employment (Z83) And Curriculum Vitae (Only short-listed candidates will be requested to submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 05 May 2023
- POST 13/120** : **ASSISTANT DIRECTOR: SCM COMPLIANCE AND SUPPORT MANAGEMENT SERVICES REF NO: G42/2023**
Cluster: Finance: Supply Chain Management
- SALARY** : R393 711 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg
: Matric Certificate (Grade 12), An appropriate Bachelor's Degree/ National Diploma in Business Administration/Commerce or Public Management; PLUS , A minimum of three (3) years' supervisory experience in Supply Chain Management environment, Unendorsed valid Code B driver's license (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The incumbents of this post will report to the Deputy Director: Compliance & Support Management Services Supply Chain Management and will be responsible to supervise, undertake and render a risk and performance management service with regard to supply chain internally and externally. The ideal candidate must possess knowledge of the legislative and policy framework informing the area of operation and be able to provide inputs in terms of policy analysis and system development. Possess high levels of integrity and professionalism. Be computer literate with a proficiency in MS Office Software Application. Possess good conflict resolution skills.
- DUTIES** : Supervise, undertake risk management assessments. Execute risk assessments in accordance with the SCM risk plan /strategy. Apply the determined risk assessments tools. Obtain and process risk and performance management information. Preliminary determination and categorization of the risks. Supervise and implement fraud and abuse prevention strategy for SCM. Utilise fraud/ abuse mechanisms to identify fraud/abuse. Process and analyse risk management information. Report fraud. In the case of abuse report thereon and develop proposals for corrective measures. Supervise and undertake performance assessment of the value chain of the SCM function. Collecting and processing of information. Assess and analyse performance management information. Promote optimum utilization of the relevant systems. Supervise and undertake supplier performance assessment. Monitor the performance of suppliers. Liaise and engage suppliers on requirements with regard to goods service delivery maintain a database on the performance of suppliers. Supervise the reporting and Safeguarding of SCM information. Collecting and processing information. Compile and submit reports in the prescribed formats. Safeguarding of Supply Chain Management information. Participate in the development of Risk and Performance Management Policies, Processes and Procedures. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to Financial and HR administration. This would inter alia entail the following: General Supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisors with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051,

**FOR ATTENTION
NOTE**

Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

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

CLOSING DATE

: 05 May 2023

POST 13/121

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: AD: SYSTEMS 03/23**

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 – R463 764 per annum (Level 09)
: Prince Mshiyeni Memorial Hospital – Systems (Auxiliary Services)
: Qualification: Degree/National Diploma as recognized by SAQA in Public Administration/ or Public Management Experience: 3-5 years Clerical/ Administrative experience in a systems environment, and at least three (3) years must be at a Supervisory level in Systems environment. Other Requirements Recommended: Valid EB Driver's License (Code 8) Knowledge, Skills, Training and Competencies: PFMA & treasury regulations. Planning, organising, problem solving & decision making. Labour Relations, abscondment and disciplinary procedures. Management of resources. Management of Contracts. Human Resources & Financial Management. Occupational Health and Safety Act, 1993 Facilities Management Services. Project Management Skills will serve as an added advantage Proficient in MS Excel, MS Word and MS PowerPoint People management and empowerment. Client orientation and customer focus./Team leadership/ Diversity management/ Communication.

DUTIES

: Manage the provision of non-hotel services. Manage the following sections and ensuring optimal utilization of resources: General Registry & porter/ hospital orderly Services, Telecommunication, Transport services, Laundry services and Staff Residence. Manage, evaluate and direct performance of auxiliary services and systems management. Ensure that all contractors are performing according to tender specifications. Manage the provisions of all systems under your supervision ensuring high level of service delivery. Deputise the Deputy Director: Systems. Manage staff work performance in terms of Employee Performance Management & Development System (EPMDS). Ensure effective and efficient utilization of resources. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols, standard operational procedures and practices. Contribute as a member of a multi-disciplinary Management team towards the effective management of the hospital.

**ENQUIRIES
APPLICATIONS**

: Mr KN Ngcobo Tel No: 031 907 8516
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION
NOTE**

: Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Male /

Female, Indian Male and White Male / Female are encouraged to apply for the post.

- CLOSING DATE** : 02 May 2023
- POST 13/122** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: GJGM20/2023 (X1 POST)**
Component: Facilities management services
- SALARY** : R393 711 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
Senior Certificate (Grade 12). Degree/Diploma in Public Management/Public Administration. At least Five (5) years' experience in Systems environment in which Three (3) years must be Supervisory experience in the Systems Management. Unendorsed valid Code B drivers licence (code 8). Recommendation: Certificates: MS Office software applications i.e. Microsoft word, Microsoft excel, Microsoft PowerPoint and Microsoft Outlook. Knowledge, Skills and Competencies: PFMA & treasury regulations. Planning, organising, problem solving & decision making. Labour Relations, Abscondment and disciplinary procedures. Computer literacy. Management of resources Management of Contracts. Human Resources & Financial Management.
- DUTIES** : Manage the provisions of all systems under your supervision ensuring high level of service delivery. Deputise the Deputy Director: Systems. Manage the following sections and ensuring optimal utilization of resources: Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Housekeeping Services, Patient Administration, Security Services, Transport Services, Registry Services, Telecommunications Services, Accommodation Services, Waste Management Services and Health and Safety Services. Manage staff in terms of Employee Performance Management & Development System (EPMDS). Ensure effective and efficient utilization of resources. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols and practices. Contribute as a member of a multi-disciplinary Management team towards the effective management of the hospital.
- ENQUIRIES APPLICATIONS** : Mr SS Goba (Deputy Director: Facilities) Tel No: (032)4376156
Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION NOTE** : Mr. T Latha
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful..

Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/123** : **PHYSIOTHERAPIST GRADE 1, 2 & 3 REF NO: GJGM28/2023 (X1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
Grade 3: R459 126 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – None **Grade 2:** Experience – Minimum of Ten (10) years relevant experience after registration with HPCSA as a Physiotherapist. **Grade 3:** Experience – Minimum Twenty (20) years relevant experience after registration with HPCSA as a Physiotherapist. Degree in Physiotherapy. Registration with the Health Professions Council of South Africa as a Physiotherapist. Recommendation: Knowledge of physiotherapy assessment and diagnostic procedures and equipment. Knowledge of institutional administrative tasks and duties / ethical code and scope of practice, relevant acts, policies and regulations, health and safety and infection control procedures. Good communication skills. Problem solving and analytical skills in patient care. Basic computer literacy skills. Clinical competence.
- DUTIES** : Plan, implement, evaluate, modify and progress appropriate treatment programmes. Ensure proper administrative and clinical records are maintained adhering to departmental regulations and ethical principles. Supervision of assistant physiotherapists, students and other support staff. To deputise and perform all functions of the chief physiotherapist in their absence. Initiate community programmes and render outreach services. Assist in the development of departmental policies and procedures. SOP. Implement Infection Control and Health & Safety Policies and Procedures. Liaise with multi – disciplinary professionals and function within a multi- disciplinary team. Assist in the planning and implementation of quality improvement programmes. Attend regular in-service and continuous professional development training to improve clinical knowledge and skills. Stock control.
- ENQUIRIES** : Mrs M Velan (Assistant Director: Physiotherapy) Tel No: 032 437 6330
- APPLICATIONS** : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** : Mr. T Latha
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the

advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/124** : **CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO: GS 35/23**
Component: Pulmonology Department
- 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 REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior Certificate or Equivalent. National Diploma Clinical Technology Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology (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 (Pulmonology in respect of SA qualified employees 1 Year relevant experience after registration with the HPCSA in Clinical Technology (Pulmonology) 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 (Pulmonology) in respect of SA qualified employees Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology (Pulmonology) 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 (Pulmonology) in respect of SA qualified employees Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology (Pulmonology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. 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 APPLICATIONS** : Dr KT Naidoo Tel No: 033 897 3152
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
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. The Employment Equity target for this post is: African Male
- CLOSING DATE** : 02 May 2023
- POST 13/125** : **HEALTH AND SAFETY OFFICER REF NO: MAD 16/2023 (X1 POST)**
- SALARY** : R331 188 – R390 129 per annum (Level 08). 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
 : Degree / National Diploma in Environmental Health or Safety Management. Minimum of 3-5 years' experience in Safety. Knowledge, Skills and Competencies required: Knowledge of relevant legislations pertaining to Occupational Health and Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the services.

DUTIES : Identification of potential situation that could lead to injury/disability/death of staff member/visitor. Proper damage or loss, internal disaster, medico-legal claim and reporting thereof to the Occupational health and safety manager. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of the health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the occupational health and safety Act, 85 of 1993. Assisting the occupational health and safety manager in ensuring that buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the occupational health and safety Act, 85 of 1993 and its regulation. Organise and record the Disaster drills. Ensure that all employees and service providers within the hospital complies with the required safety protocols.

ENQUIRE APPLICATIONS : Mr. N.A Ndamane Tel No: 034 328 8030
 : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

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

CLOSING DATE : 05 May 2023

POST 13/126 : **EMPLOYEE WELLNESS PRACTITIONER REF NO: STC 10 /2023 (X1 POST)**

SALARY : R331 188 - R390 129 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance Plus 8% Rural Allowance (subject to meeting prescribed requirements)

CENTRE REQUIREMENTS : St Chads CHC
 : Senior Certificate (Grade 12). Degree /National Diploma in Social Sciences / Social Work or National Diploma in Employee Wellness.3-5 years' experience in related field. Certificate of Service Endorsed by Human Resource Department is Required (only when shortlisted). Recommendations: Be influent in isiZulu and English. Valid Code B Driver's License. Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILIR, Stress Management etc. Knowledge of National, Provincial

and Departmental policies, prescripts and legislation. Good communication skills (Internal and External) and conflict management skills. Good interpersonal relations and ability to deal with all levels of management. Problem solving, presentation skills, Time management, Computer Literacy and policy development skills. Report writing skills and facilitation skills.

DUTIES : To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and Promotion of EWP within institution. Ensure the implementation of Special Programmes such as HCT, Financial Wellness that is retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management's-ordinate sport activities for staff at the facility.

ENQUIRIES : Mr. S.D Mdletshe Tel No: 036 637 9600

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION : Mr S.D.Mdletshe

NOTE : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE : 02 May 2023

POST 13/127 : **PUBLIC RELATIONS OFFICER REF NO: MS/15/2023 (X1 POST)**

SALARY : R331 188 per annum. 13th Cheque Medical Aid Optional, Home owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Mseleni District Hospital - (Kwa Zulu - Natal)

REQUIREMENTS : National Senior Certificate STD 10/ Grade 12 and National Diploma in Public Relations Management/ Communication Science Recommendations: A valid driver's licence, Computer literacy and Two (2) years recognisable in Public Relations environment.

DUTIES : Manage the administration and co-ordination of complaints and monitor performance on response times. Develop, implement and manage communication strategies in conjunction with management and relevant heads of departments within the institution. Manage special events in conjunction with the health calendar to gain public attention as well as events for staff within the institution. Responsible for updating the institutions website and developing the institutions newsletter. Conduct Batho Pele Training. Investigate and submit report on media queries to Head Office Communication Component.

ENQUIRIES : Mrs T.R Sibisi Tel No: (035) 574 1004

- APPLICATIONS** : Assistant Director: The Human Resources, Mseleni Hospital, P.O SIBHAYI 3967. Hand delivered applications may be submitted at Human Resources office Mseleni Hospital
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/09/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
- CLOSING DATE** : 04 May 2023
- POST 13/128** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: MURCH- 16/2023**
- SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Grade 12, National Diploma in Environmental Health Registration with HPCSA as an environmental health practitioner current registration with HPCSA as environmental health practitioner. Valid driver's license Knowledge, Skills and Competencies Bill of Right Occupational Health and Safety Act KwaZulu Natal Health Act National Health Act Batho Pele Conflict Management Organizational Influencing Computer literacy. Relationship Management.
- DUTIES** : Manage health care waste (including its budgets) for the entire catchment of the institution including waste from the clinics. Ensure that all HCRW is weighed and recorded Ensure that all HCRW has tracking system Keep proper records and waste manifest for all HCRM streams Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with institutional management and district office on all such activities Report to Institutional Management on the status of HCRW management Report to District Management on status of HCRW Management Ensure the implementation of all waste management principal, policies, legislation and standards Enforce compliance to waste segregation, containerization, storage and transportation Enforce compliance to all HCRW norms and standards Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implantation Submit waste management plan to institutional management for approval Submit waste management plan to district management for approval Oversee and train all staff involved in waste management activities Identify training needs and conduct in-service training as required.
- ENQUIRIES** : Mr Ramharakh Tel No: 039-6877311 ext. 124
- APPLICATIONS** : All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR

on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 05 May 2023
- POST 13/129** : **EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONER REF NO: MURCH-19/2023 (X1 POST)**
(Re-advertisement)
- SALARY** : R331 188 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate / Matric / Grade 12 Degree / National Diploma in Social Science / Social Work / Employee Wellness/Human Sciences 2 – 5 years' experience in Employee Wellness field Current and previous experience endorsed and stamped by Human Resource (Employment History) on shortlisted candidates Recommendations: Be fluent in English, IsiZulu and isiXhosa Valid driver's License code (B) or above Knowledge, Skills And Competencies: Knowledge of the Public Sector Sound knowledge on the Healthy lifestyle programme, HIV.AIDS, Sick leave, PILLIR and Stress Management, diversity and Change management Computer skills in basic programmes. Problem solving Crisis Management Analytical thinking Policy development Time Management Facilitation skills Presentation skills Project planning and Management Excellent report writing skills.
- DUTIES** : Coordinate and promote physical wellness and educational awareness programs Coordinate Psycho-social wellness through preventive and curative programs Promote organizational wellness through employee support Promote and support work-life balance Ensure effective and efficient functioning of wellness programme Conduct assessment, referrals, counseling, and intervention support to staff and, Conduct needs analysis for employee within the institution Conduct training for managers, supervisors and staff on their role on Employee Wellness Provide statistical information to the Assistant Director: HRMS, Chief Executive Officer, District Office and Head Office Aftercare services to employees at the institution based on relevant qualifications and experience Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level Establish and facilitate Employee Wellness Programmes Monitor and evaluate Employee Wellness Programmes
- ENQUIRIES** : Mr KM Mngadi Tel No: 039-6877311 ext. 113
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents

will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 10/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 05 May 2023

POST 13/130

: **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 & 3 REF NO: EGUM 05/2022 (X1 POST)**
(Re-Advertisement)

SALARY

: Grade 1: R322 746 – R367 299 per annum
Grade 2: R378 402 – R432 684 per annum
Grade 3: R445 752 – R540 954 per annum
Plus 13th cheque/service bonus plus Rural allowance 12% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS

: E G & Usher Memorial Hospital
: Matric/Senior Certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer. Current registration practice receipt/certificate (2023/2024) with Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession 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' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of eleven (11) years' experience after registration with HPCSA in the relevant profession 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 twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of twenty-one (21) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of radiation protections. Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

DUTIES

: To provide high quality diagnostic radiography services observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in 24 hours Radiographic services e.g. Standby duty, Night duty, weekends and Public Holidays. Participate in quality assurance and quality improvement programs. Promote good health practices and ensure optimal care of patients. Assist junior personnel and student radiographers on radiography related matters. Perform

		clerical duties when necessary. Participate on the implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, In-service trainings and Ideal Hospitalization Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery.
<u>ENQUIRIES</u>	:	Ms. NB Dladla Tel No: 039 - 797 8100
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
<u>CLOSING DATE</u>	:	05 May 2023, Time: 16H00 afternoon
<u>POST 13/131</u>	:	<u>FINANCE MANAGEMENT OFFICER (REVENUE) REF NO: MURCH-17/2023</u>
<u>SALARY</u>	:	R269 214 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	Murchison Hospital-Revenue
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric grade 12 3-5 years' experience in Public Service within Revenue section Proof of current and previous working experience endorsed by Human Resource Department (Certificate of service) for shortlisted candidates Unendorsed valid Code B driver's license (Code 8/10) Knowledge, Skills and Competencies Practical knowledge finance component – Revenue and Accounting Knowledge of treasury regulations in respect of Supply in-depth knowledge of budgeting control and financial management area of operation and associated process Interpersonal and problem solving skills Good organizational and planning skills an ability to make independent decision Knowledge and insight of the Pubic Service financial legislations, procedures and Treasury relations (PFMA, PSA, DORA, PSR, PPPFA and Financial manual) Basic numeracy skills Good communication and interpersonal relations Knowledge of basic financial operating system (PERSAL, BAS, LOGIS, etc.)
<u>DUTIES</u>	:	Ensure effective, efficient and economical utilization of resources allocated to Revenue / Budget & Expenditure administration. Supervise and render financial accounting transactions. Compilation and submission of monthly

statistics. Maintain and reconcile petty cash for the institution. Ensure proper protocols in place for direct handling of cash and supervise the receipting and capturing of cash payment. Ensure proper maintenance of face value documents. Supervise and control bookkeeping support services. Verify and perform bookkeeping support services. Compile journals and verify the compilation of journals. Authorize revenue receipts Draw and analyze present revenue reports to Cash Flow meetings. Prepare, analyze and submit receipts vouchers to H/O voucher control. Identify risk and institute control measures to minimize financial risk in the department. Monitor and assess staff performance as per PMDS requirements.

ENQUIRIES : Mr MI Mpsi Tel No: 039-6877311 ext. 126
APPLICATIONS : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 17/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 05 May 2023

POST 13/132 : **FINANCE CLERK SUPERVISOR (REVENUE): HRM – REF NO: GJC08/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Standard 10/Grade 12 3-5 years Clerical/ administration experience in Finance. Knowledge of PFMA. In-depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g.(BAS). Ability to plan, organize, build team spirit and meet deadlines. Knowledge of MS office Software applications. Ability to work under pressure and meet the required deadlines.

DUTIES : Develop, implement and monitor measures designed to optimise the collection of revenue. Monitor receipt book and face value documents. Monitor petty cash analysis and withdrawal register. Maintain control and reconcile the Petty Cash of the Institution. Ensure adhere to policy and procedure and continues update staff with latest released. Responsible for all final revenue correspondence, write-offs, account payments categories. Monitor the collection of revenue from the patients and other relevant stakeholders. Maintain effective and efficient utilization of staff. Supervise, train and develop staff in line with EPMSD and segregation of duties in order to improve service delivery.

ENQUIRIES : Ms SZG Nguse Tel No: 039 – 978 7016

APPLICATIONS : Applications to be forward to: The Assistant Director HRM, G.J. Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Human Resource Department
CLOSING DATE : 05 May 2023

POST 13/133 : **SUPPLY CHAIN CLERK SUPERVISOR (LOGISTICS): HRM REF NO: GJC09/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Standard 10/Grade 12 3-5 years Clerical/ administration experience in Supply Chain Management Possess technical knowledge of Supply Chain Management practices. Possess knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiently in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.

DUTIES : Responsible for ensuring the provision of Logistic management services. Manage stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not complied with. Ensure that all stocktaking is conducted on regular basis. Monitor the procurement planning process and compliance to SCM policies. Ensure the effective, efficient and economical management of allocated resources of the Division as well as staff development. Prepare and analyze monthly reports including RIDIV Template, related to Supply Chain Management. Manage, evaluate and direct performance of supply chain management. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations Internal auditing and risk management. Supervise, train and develop staff in line with EPMDs and segregation of duties in order to improve service delivery.

ENQUIRIES : Ms SZG Nguse Tel No: 039 – 978 7016
APPLICATIONS : Application to be forward to: The Assistant Director HRM, G.J. Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Human Resource Department
CLOSING DATE : 05 May 2023

POST 13/134 : **HUMAN RESOURCE OFFICER SUPERVISOR (PRACTICES) REF NO: MS/16/2023**

SALARY : R269 214 per annum, plus 13th Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
CENTRE : Mseleni District Hospital - (Kwa Zulu - Natal)
REQUIREMENTS : Senior Certificate or Equivalent. 3-5 years' experience in Human Resource Practices. The following knowledge, skills, training and competencies required: Knowledge of Public Service prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e. MS Word, Excel, Power Point, Outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication (written and verbal), Problem- solving and Supervisory skills. In depth knowledge of Human Resource Practices and Labour Relations. Ability to draw and analyse PERSAL reports. Strong leadership ability.

DUTIES : Advise management on matters relating to Human Resource Practices. Manage day to day functioning of Human Resource Practices. Ensure that the employment practices i.e. selection, recruitment and appointment verification of qualifications, transfer are in accordance with the laid down policies and procedures, and ensure quality of work. Supervise the processing of payment of exit benefits for staff exiting the public Service and ensure the payment of all fridge benefits and allowances is done as per policies. Formulate internal policies and procedure and ensure implementation thereof. Check, approve PERSAL transaction according to delegations. Manage and maintain staff records on leave, PILLIR, Housing, Injury on duty and related matters. Prepare reports on human resource administration issues and statistics. Exercise direct control and supervision of staff and apply discipline.

ENQUIRIES : Ms JSS Khuzwayo Tel No: (035) 5741004

APPLICATIONS : Assistant Director: The Human Resources, Mseleni Hospital, P.O SIBHAYI 3967. Hand delivered applications may be submitted at Human Resources office Mseleni Hospital

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/13/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

CLOSING DATE : 04 May 2023

POST 13/135 : **LAUNDRY MANAGER: HRM REF NO: GJC10/2023**

SALARY : R218 064 per annum (Level 06)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Standard 10/Grade 12 1-2 years Clerical/ administration experience, knowledge of laundry procedures and use of laundry equipment, computer literacy (certificate attached), basic knowledge of human resource function, knowledge of infection control, hygiene and cleanliness, knowledge of health and safety matters and supervisory skills.

DUTIES : Supervise laundry linen room and sorting bay, Deal with grievance and disciplinary matters in accordance with Labour Relations Act, Implement and monitor staff performance (PMDS), Utilize and allocate all resources, Maintain a healthy and safe environment in accordance with the occupational health and safety act, Supervise, control and co-ordinate the receiving and dispatching of linen, Report all faults to the control Laundry Manager, Implement basic health and safety in the workplace, Optimum utilization of resource in the section, including human resources, Apply inventory control.

ENQUIRIES : Mr B.C. Tom Tel No: 039 – 978 7105
APPLICATIONS : Application to be forward to: The Assistant Director HRM, G.J. Crookes Hospital, Private Bag X5501, Scottburgh, 4180

FOR ATTENTION : Human Resource Department
CLOSING DATE : 05 May 2023

POST 13/136 : **LAUNDRY REF NO: GTN 13/2023 (X1 POST)**
Component: Systems

SALARY : R218 064 – R256 860 per annum. Other benefits: 13th cheque, Medical aid (Optional). Housing allowance
CENTRE : Greytown Hospital
REQUIREMENTS : Senior Certificate /Grade 12 PLUS 3-5 years' experience in the laundry/ linen environment. Recommendation Driver's license Knowledge, skills, Training and Competences required. Knowledge of laundry procedures and use of laundry equipment. Computer literacy. Basic knowledge of human resource function. Knowledge of infection control, hygiene and cleanliness. Knowledge of health and safety matters. Supervisor skills. Good Verbal, written, communication and interpersonal skills.

DUTIES : Supervise laundry linen room and sorting bay. Deal with grievance and disciplinary matters in accordance with the Labour Relations Acts. Implement and monitor staff performance (EPMDS). Provide guidance in correct handling and management to minimize risk of infection transmission. Ensure replacement of linen in line with allocated budget. Maintain a healthy and safety environment in accordance with the occupational health and safety act.

Supervise, control and co-ordinate the receiving and dispatching of linen. Optimum utilization of resources in the section, including human resources. Implement Linen management principles, policies, and Standards. Establish and coordinate all the activities of an institutional Laundry management. Train Linen staff on linen management best practices including IPC as well as Health and safety issues. Report on the Laundry Management issues to relevant meetings. Monitor functionality of laundry equipment and report all faults to Maintenance section timeously. Manage and oversee the implementation of toping up system, record keeping, internal collection, loading and off-loading of clean and soil linen internal washing, packing and storage of linen. Identify torn linen that require mending as well as linen that is due for disposal. Monitor and evaluate the services of Regional. Laundry management service providers. Manage and supervise all employees (linen orderlies) that are involved in Laundry services in the institution. Conduct Monthly stock taking of linen and report deficiencies. Compile annual linen procurement plan and procure linen as per plan to ensure adequate availability of linen stock for the facility. Perform any other Laundry management-related duties as may be delegated, required or directed to perform.

**ENQUIRIES
APPLICATIONS**

: Mr R.M Mosikili Tel No: (033) 4139 400 (ext 450)
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown 3250. Hand delivery: Bell Street extension, Greytown Hospital.

**FOR ATTENTION
NOTE**

: Mrs Z.J Ngobe
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 03 May 2023

POST 13/137

: **FOOD SERVICE MANAGER REF NO: SAP 09/2023 (X1 POST)**

SALARY

: R218 064 – R256 860 per annum (Level 06). Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner`s allowance employee Must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Apollinaris Hospital
: Three-year Degree/National Diploma in Food Service Management or equivalent qualification PLUS; 1-2 Years Supervisory experience in Food Services or catering environment. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Knowledge, Skills and Competencies Required: Management skills. Operation of Food Systems. Stock control procedures Occupational Health & Safety. Risk Management skills. Food Hygiene practices and food Safety regulations, infection control, Health and safety principle. Computer literacy. Decision Making & Problem solving skills. Analyzing skills. Interpersonal Relation skills.

- DUTIES** : Ensure that optimal health status of patients is achieved by providing nutritiously well balanced meals among other things, properly planned menus, adequate and correctly prepared meals as well as correct distribution and serving meals. Maintain healthy and safe environment by continuous inspections and ensure that the staff is adhering to safety precautions. Have inputs in the development and upgrading plans of the food service units. Coordinate and conduct training and workshops through HRD that is food related to the unit and Hospital staff. Compile and submit food service reports and operational plans. Implement and monitor Employee Performance Management and Development System. Deal with grievance and disciplinary matters in accordance with the policies and procedures as well as legislative prescript of public service. Control the Food services budget utilization by Managing the food services operation in the hospital as well as utilization of allocated resources in order to ascertain that cost effective and efficient service is rendered.
- ENQUIRIES** : Mr MR Nyide Tel No: 039 833 9001-8
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za
- FOR ATTENTION** : Human Resources Section, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 05 May 2023
- POST 13/138** : **ARTISAN GRADE A (ELECTRICIAN) REF NO: UMP 8/2023**
- SALARY** : R199 317 per annum
- CENTRE** : Umphumulo Hospital
- REQUIREMENTS** : Trade test certificate as an electrician in terms of Manpower training act of 1981. Valid code B driver's licence. Knowledge of applicable industrial and domestic by-laws and regulations. Ability to read schematic drawings (electrical) and design basic circuitry and wire accordingly. Knowledge of Occupational Health and Safety Act 85/1993. Decision making, team work, creativity, Self-Management and analytical skills. Time management skills. General maintenance. Customer focus and responsiveness, communication, planning and organising skills.
- DUTIES** : Exercise direct control and supervision over subordinates. Plan daily workloads and distribute accordingly Report faults, job progress and completion of jobs on daily basis. Timeous ordering of material. Liaise with stores regarding purchases and stock control. Perform stand-by duties and assist co-workers with call out duties. Maintenance and minor repairs to all domestic appliances and equipment of hospital and clinics. Check and test emergency generators. Test fire alarms on a weekly basis. Test all laundry equipment such as door

		switches and record. Regular inspections of vacuum pumps, oxygen banks, main A/C plant, Air handling unit etc. Routine safety checks on all electrical appliances and distribution boards.
<u>ENQUIRIES</u>	:	Mr A. Rahim Tel No: 032 4814128
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
<u>FOR ATTENTION</u>	:	Mr S. M. Naidoo
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	02 May 2023
<u>POST 13/139</u>	:	<u>ARTISAN PRODUCTION</u>
<u>SALARY</u>	:	Grade A: R199 317 – R221 214 per annum Grade B: R234 780 - R260 574 per annum Grade C: R274 092 - R339 468 per annum Other Benefits: 13 th cheque Medical Aid (optional), Housing Allowance (conditions apply).
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital – Systems: Ref No: PMMH/ELEC/01/2023 Electrical (X1 Post) Ref No: PMMH/MECH/01/2023 Mechanical (X1 Post) Ref No: PMMH/PLUMB/01/2023 Plumbing (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate trade test certificate. Valid driver's license Experience Profile: Grade A: No Experience. Grade B: At least 18 years appropriate/recognizable 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. Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. Knowledge, Skills, Training and Competencies Technical analysis Knowledge Computer-aided technical applications Knowledge of legal compliance technical report writing Production, process knowledge and skills Problem solving and analysis Decision making Team work Analytical skills Creativity Self-management Customer focus and responsiveness Communication Computer skills Planning and organizing.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and

mentor staff Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr KN Ngcobo Tel No: 031 907 8516

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

FOR ATTENTION : Mrs TZ Makanya

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Male / Female, Indian Male / Female and White Male / Female are encouraged to apply for the post.

CLOSING DATE : 02 May 2023

POST 13/140 : **ADMINISTRATIVE CLERK (GENERAL-PHC) REF NO: OSI ADMIN 13/2023 (X1 POST)**

SALARY : R181 599 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Grade 12 (Standard 10) certificate. Computer literacy. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good verbal and written communication skills. Good planning and organization. Able to work in a team.

DUTIES : Exercise confidentiality when entrusted with documents/patients records while upholding patient's rights. Manage and control incoming and outgoing correspondence and files, maintain and control register. Provide accurate typed documents such as letters, memorandums, reports, slides presentation, notices, agenda, and minutes etc. Handle telephone calls, queries and refer to the appropriate person of office. Control the ordering of office suppliers and maintain a register of all goods received and issued. Safe keeping of all source documents such as admission register, discharge, etc. Compile daily, weekly and monthly statistics using appropriate data collection tools. Submit data to Operational Manager or Assistant Manager Nursing for verification. Submit data to FIO office timeously.

ENQUIRIES : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202

APPLICATIONS : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340

CLOSING DATE : 02 May 2023

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

CLOSING DATE : 02 May 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/141 : **SPECIALIST AGRICULTURAL SCIENTIST: CLIMATE CHANGE REF NO: AGR 21/2023**

SALARY : R1 303 509 per annum, (all-inclusive salary package), (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : PhD in Agricultural or Natural Sciences; A minimum of 10 years relevant scientific experience after BSc qualification; Compulsory registration with SACNASP as a Professional Natural Scientist in Agricultural Sciences; A valid driving licence. Recommendation: Experience in the following: Strategic research management and decision making at a specialist scientist level and in particular in the field of climate change and the agricultural sector in the Western Cape; Relationship building and collaboration at national, regional and international level; Mentoring and providing specialist support/advice to senior and junior scientists, technicians, colleagues, students (post-graduate); Technology transfer at all levels on a provincial, national and international level. Competencies: Knowledge of the following: Agricultural research systems and important role players in the sector; Research programme and project management and its principles; Relevant legislation, policies, prescripts and procedures of government; Relevant software packages (MS Office); Ability to: Give strategic advice on climate change and the impact on the agricultural sector; Lead the climate change portfolio of the department; Provide sustainable and practical solutions against climate change at strategic level; Ability to draft research documentation and publish popular and scientific papers; Ability to communicate effectively; Competently interact with fellow scientists and policy-climate change makers at the highest levels; Study leader/Co-study leader of post-graduate students and mentor students in climate change related topics.

DUTIES : Lead and coordinate scientific development in expert field of climate change; Scientific leadership; Technology transfer; Research and development; Human capital development; Administrative functions.

ENQUIRIES : Dr C de Brouwer Tel No: (021) 808 5220
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/142 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: AGR 16/2023**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification) in Supply Chain Management or a relevant finance qualification; A minimum of 3 years management level experience within Supply Chain Management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public

- Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Effective functioning of the bid committees and acquisition management; Skills needed: Written, presentation and verbal communication at a management level; Report writing; Organising, planning and management; Proven computer literacy (MS Office); Supervisory; Ability to work independently and as part of a team
- DUTIES** : Management and control of the SubDirectorate: Supply Chain Management; Formulation and customisation of SCM policies and procedures to suit the needs of the department; Responsible for the full supply chain management processes of the department, together with the role of SCM advisor on acquisition management; Responsible for receiving of all invoices and ensuring payment is done within 30 days; Ensure an effective and efficient functioning of the departmental bid committees system and overall acquisition management system through ensuring optimal workflows, operational planning and work organisation in the unit; Ensure compliance systems, reporting systems and proper record keeping systems are in place; Ensure accurate commitments for inclusion in the annual financial statements; Ensure the facilitation of adequate contract management; Staff supervision.
- ENQUIRIES APPLICATIONS** : Mr C Starling at Tel No: (021) 808 5161/Clint.Starling@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/143** : **SENIOR AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS (ELSENBURG) REF NO: AGR 22/2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Department of Agriculture, Western Cape Government
: Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Economics as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: A Master's degree in Economics and or Agricultural Economics; Post graduate specialisation in economic research through the utilization of economic models with specific reference to partial equilibrium models; Sound knowledge of econometrics. Competencies: Knowledge and understanding of the following: The agriculture and agribusiness sector; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).
- DUTIES** : Continuous in-depth study/research of development/patters/trends in a specific agricultural environment; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation, strategy, policy, initiatives and interventions; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers; information documents, populated database. Perform administrative and related functions; Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders.
- ENQUIRIES APPLICATIONS** : Ms B Matoti Tel No: (021) 808 5213
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/144** : **SENIOR AGRICULTURAL ECONOMIST: PRODUCTION ECONOMICS REF NO: AGR 23/2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Department of Agriculture, Western Cape Government
: Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Agricultural Management as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: Knowledge of economic and financial analytical techniques. Competencies: Knowledge of the clear articulation of the challenges faced by

the agricultural sector in relation to production economics; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

DUTIES : Coordinate production economics related programmes such as financial record keeping and enterprise budget development; Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Perform agricultural economic studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cashflows and sensitivity analysis; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to financial record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions; Supervision of subordinates, performance and financial management.

ENQUIRIES : Dr M Mjonono Tel No: (021) 808 5200
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/145 : **LECTURER: VEGETABLES AND AGRONOMY (ELSENBURG) REF NO: AGR 19/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Competencies: Proven knowledge of the subject field; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms B Abrahams Tel No: (021) 808 5480
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/146 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (BREDASDORP) REF NO: AGR 15/2023**

SALARY : Grade A: R326 031 - R347 925 per annum
Grade B: R369 279 - R398 082 per annum
Grade C: R420 318 - R495 099 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision

- making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Selfmotivated, Ability to work under pressure.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr G Jephthas Tel No: (028) 425 4819/ grant.jephthas@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/147** : **PERSONAL ASSISTANT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: AGR 20/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Agriculture, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willing to work irregular hours. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal and decisionmaking; Written and verbal communication; Organising and planning; Customer service orientation.
- DUTIES** : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
- ENQUIRIES APPLICATIONS** : Mr C Starling Tel No: (021) 808 5161/Clint.Starling@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/148** : **FARM AID: NUTRITION AND PRODUCT QUALITY REF NO: AGR 17/2023 (X2 POSTS AVAILABLE-ELSENBURG)**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Department of Agriculture, Western Cape Government
: Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: Willing to work weekends and holidays when required. Competencies: Knowledge and skills of general farm work; Maintenance and research farm animals; Basic communication skills.
- DUTIES** : Herd maintenance: Assist cows; Research support: Maintaining trial groups and Infrastructure maintenance: Making use of labour saving machinery and equipment (e.g. tractor and farm trailers).
- ENQUIRIES APPLICATIONS** : Ms LJ Calvert Tel No: (021) 808 5238
: To submit your application, there are three methods in which you can apply, please only use one of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 13/149 : **FARM AID: FARMING (ELSENBURG) REF NO: AGR 18/2023**

SALARY : R107 196 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendations: Relevant experience of the following: Farm work; Proven skills working with animals; Valid driving license (code EB or higher); Ability to handle and carry weights of up to 50kg. Competencies: Knowledge and skills of general farm work; Maintenance and research farm animals; Basic communication skills.

DUTIES : Perform routine activities of crop production which includes planting, harvesting, irrigation; Perform routine activities of livestock which includes caring, dipping and dosing; Performing general farm activities which includes cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure which includes maintain fences roads and pipelines.

ENQUIRIES : Mr BB Aucamp Tel No: (021) 808 5222 or 083 641 5161
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 02 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/150 : **COLLECTION MANAGEMENT OFFICER: MUSEOLOGICAL SERVICE REF NO: CAS 12/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Recommendation: Post-graduate qualification in relevant discipline: history, archaeology, heritage studies, anthropology, history of art or anthropology, information science; Experience in the following: Working with SAHRIS; Condition reports for museum collections; Addressing issues regarding museum collection storage space; Writing museum collection and collecting policies. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for nation building and tourism development; Museum ethics; Current preventative conservation techniques and practices; Collections management (Information management) practices and procedures; Relevant legislation, policies, prescripts and procedures; Project planning and management; Government driven initiatives; Health and Safety regulations; Skills in the following: Collections Management; Conservation Management; Sound organising, planning and time management; Written and verbal communication; Ability to analyse documents and situations; Ability to access research sources.

DUTIES : Facilitate collections management; Facilitate conservation; Contribute to standards and an accreditation framework for museums; Staff development and training.

ENQUIRIES : Dr H Vollgraaff Tel No: (021) 833 5309

POST 13/151 : **RESEARCH CURATOR: MUSEUM RESEARCH AND EXHIBITION SERVICE REF NO: CAS 13/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years research experience. Recommendation: Post-graduate degree in: History, Archaeology, Heritage studies, Anthropology or History of art; Research experience in relevant discipline (history, archaeology, heritage studies, anthropology or history of art); Research design experience with software such as Photoshop, Canva and CorelDraw, as well as web design. Competencies: Knowledge of the following: History, purpose, and functions of museums in society including their potential for nation building and tourism development; Museum ethics; Project planning and management including financial management; Legislation, policy and regulations relating to the museum sector; Exhibition design and display; Desktop publishing techniques; Museum exhibition making processes, collections management (information management) and preventive conservation practice and education services; Skills needed: Exhibition arrangement/ implementation; Sound organising, planning and time management; Written and verbal communication; Ability to work under pressure and make sound judgements; Ability to analyse documents and situations.

DUTIES : Curate research for exhibition projects in accordance with the Department's strategic objectives; Conduct research with regard to collection management; Heritage promotion; Provide support with the development of all categories of new museums; Render a project management service with regard to exhibitions.

ENQUIRIES : Ms J de Villiers Tel No: (021) 483 9681/ Jaline.DeVilliers@westerncape.gov.za

POST 13/152 : **LIBRARIAN (BEAUFORT WEST) REF NO: CAS 17/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/BTech; Experience in the following: Library; Supervisory; Administrative; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving

abilities, but whonhave reasonable access to transport, may also apply.
 Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.

DUTIES : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region's operational activity; Attend to personnel related functions.

ENQUIRIES : Mr J Mbanga Tel No: (044) 814 1490

POST 13/153 : **ADMINISTRATION CLERK: TRANSPORT SECTION REF NO: CAS 15/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving licence. Recommendation: Relevant experience/exposure. Competencies: Knowledge and understanding of the following: Government Motor Transport Handbook Version 1 of 2019; Fleet man. Skills in the following: Written and verbal communication; Report writing; Time management; Ability to work independently and as part of a team; Proven computer literacy.

DUTIES : Administrate motor transport and optimal utilisation of vehicles; Apply instructions relevant to the use, operation, and maintenance of vehicles; Record keeping of information.

ENQUIRIES : Mr A Petrus Tel No: (021) 483 9576

POST 13/154 : **COMMUNITY SPORT COORDINATOR REF NO: CAS 16/2023**
 (Part-Time Contract Position for a 12 Months Contract in Cape Winelands)

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year relevant experience. Recommendation: Experience working in local leagues or clubs. Competencies: A good understanding of the following: Sport administration; Club Development programme; Data collection and information management skills; Proven computer literacy; Skills needed: Monitoring and reporting; Report writing; Written and verbal communication; Interpersonal.

DUTIES : Maintain records of registered and supported leagues and clubs; Provide support to federations that are in the Club Development Programme.

ENQUIRIES : Mr J Pasensie Tel No: (021) 483 9659

DEPARTMENT ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 02 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/155 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 09/2022 R1**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Department of Economic Development and Tourism : An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics, Business or related field; A minimum of 3 years management level experience. Recommendation: A post-graduate tertiary qualification in Economics, Business or related field; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications; Financial management; Stakeholder management; Management principles; Project management; Applicable policies and procedures; Relationship management; Public service procedure; Labour relations; Policy analysis. Skills needed: Strategic, operational planning and management; People Management; Problem solving; Sound budgeting and cash flow management; Facilitation; Presentation; Policy Formulation; Communication (written and verbal); Conflict management; Interpersonal relations; Analytical thinking; Motivational; Networking and linking; Driving; Information technology and computer proficiency; Economic and financial analysis; Legal administration. Ability to interpret and apply relevant policies and procedures.
<u>DUTIES</u>	: Develop, implement and monitor programmatic initiatives to: Provide opportunities (e.g., procurement and access to markets) for small business; Enable small business access to non-financial and financial support, entrepreneurship opportunities and innovation; Improve the enabling environment and enhancing the ease of doing business for business through government and private sector interaction. Strengthen partnerships to provide business development support services (e.g., leverage funding and access to market opportunities) to enhance business sustainability and growth. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently.
<u>ENQUIRIES APPLICATIONS</u>	: Mr J. Wolmarans Tel No: (021) 483 8110/ 2628 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/156</u>	: <u>ASSISTANT DIRECTOR: SKILLS PROGRAM AND PROJECTS REF NO: DEDAT 22/2022 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R393 711 per annum (Level 09) : Department of Economic Development and Tourism : An appropriate 3-year National Diploma or equivalent qualification. A minimum of 3 years Administrative or Management experience; A valid (Code B) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management processes; Labour relations; Financial management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices and Accrual Accounting; Asset Management and Intervention Control; Skills in the following: Written and verbal communication; Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting; Cash flow development; Facilitation; Presentation; Policy Formulation; Organising and planning; Dispute resolution or conflict management; Interpersonal relations; Analytical thinking; Financial and administrative; Project management; Motivational; Networking and linking; Decision making.
<u>DUTIES</u>	: Provide support in the following: Develop methodologies to narrow the gap between the demand and supply for skills in various economic sectors; Support the skills ecosystem; Develop partnership with economic, skills and academic stakeholders; Conduct financial management.
<u>ENQUIRIES</u>	: Ms C van Niekerk Tel No: (021) 483 0823

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 13/157 : **MEDICAL SPECIALIST: GRADE 2 TO 3**
Chief Director: Emergency and Clinical Services Support

SALARY : Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Directorate Clinical Service Improvement
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. Experience: **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Emergency Medicine. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Emergency Medicine. Inherent requirement of the job: A valid driver's license. Good written and communication skills in at least two or more of the three official languages of the Western Cape. Willingness to work overtime and travel provincially and nationally. Competencies (knowledge/skills): Creative and Innovative. Strategic planning and organizing skills. Clinical expertise and clinical governance and research skills. Computer literacy (Outlook, Excel, Word and PowerPoint). Post-graduate Qualification in Emergency Medicine. Additional experience or qualifications in health system management and/or health system improvement will be advantageous.

DUTIES : To develop, implement and support strategies and projects that drive clinical service improvement through adaptive expertise and service design. The develop a clinical service improvement strategy for the province focusing on access to technical expertise, daily management practices and a culture of continuous improvement. Strengthening the development of service improvement capacity across all sectors with capacitation and establishment of sector improvement teams. Provision of Specialist Clinical Support and Insight on the analysis, design, and implementation support for specific Clinical Service Improvement priorities. Provide clinical expertise in CSI innovations and prototypes for further consideration in system integration. Appropriate management of staff and finances allocated to the portfolio.

ENQUIRIES : Mrs L Najjaar Tel No: (021)-815 8865, Email: Leilah.najjaar@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 : 05 May 2023

POST 13/158 : **CHIEF ENGINEER: GRADE A**
Directorate: Engineering and Technical Services (Professional Services)

SALARY : R1 090 224 per annum, (A portion of the package can be restructured according to the individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Appropriate engineering degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required after registration

as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel long distances. Willingness to work away from home for extended periods. Preparation of reports, submissions and presentations in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience and understanding of the Built Environment, internal- and external finishes, and infrastructure in health facilities. Good verbal, written and presentation communication skills. Understanding of the health service delivery platform, indicators and service plan and how this links with infrastructure. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Good computer skills, including MS Outlook, Excel, Word, PowerPoint, and Internet use. Basic knowledge of procurement and supply chain function principles and regulations (PFMA).

DUTIES : (Strategic Planning of built environment projects, from inception to completion, including prioritisation methods. Contract- and Project management in an infrastructure maintenance environment. Management of maintenance of the building and civil engineering infrastructure, including design, scoping, procurement, and implementation. Investigate the feasibility of projects, products and systems with an emphasis on maintenance and life cycle costing. Contribute to functional and technical norms and standards from an engineering perspective. Planning and/or delivery of health infrastructure-related maintenance projects. Ensure that all Civil engineering, Structural engineering and built infrastructure are functioning effectively. Innovative service delivery mechanisms and feasibility studies. Project- and Contract management from inception to completion. Planning and Reporting. People Management.

ENQUIRIES : Ms K du Toit Tel No: (021) 830-3769/3782
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 : 05 May 2023

POST 13/159 : **VICE PRINCIPAL NURSING COLLEGE (HEAD OF NURSING CAMPUS)**

SALARY : R992 634 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Western Cape College of Nursing Southern Cape Karoo Campus
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Diploma in Nursing Education registered with SANC. A management qualification. A relevant master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 11 years appropriate /recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirement of the job: A valid (code B/EB) driver's licence. Ability to communicate effectively (verbal and written) in at least two of the three official languages in Western Cape Province. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Adaptable, manage uncertainty; demonstrate resilience, resolve and flexibility in face of change. Critical thinker and decision-maker.

DUTIES : Facilitate and coordinate Nursing Education and Training of student nurses. Develop/implement operational plans for the campus. Market the corporate image of the college. Develop and implement policy guidelines for nursing education and training. Coordinate student affairs activities. Management of resources. Collaborate with stakeholders and build sound relationships within the College /Department.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801
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** : 05 May 2023
- POST 13/160** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (DISPUTE RESOLUTIONS AND LITIGATION)**
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 National Diploma/Degree in Law (LLB) or appropriate three-year qualification in Labour Law. Experience: Appropriate experience in dealing with labour disputes (conciliation and arbitration) and labour court litigations. Appropriate managerial experience Competencies (knowledge/skills/experience): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Labour Legislation and all other legislation relevant to the Health Sector. Knowledge, experience, and skills wrt dispute resolution of the relevant Bargaining Council and CCMA. Knowledge, experience, and skills wrt Labour Court procedures and practices. Ability to work under pressure.
- DUTIES** : Providing formal legal advice and guidance pertaining to Labour disputes and Litigation matters. Researching, analyzing, and evaluating applicable Labour Legislation and case law. Drafting and presenting advice to management of decisions based on case law and investigation outcomes. Managing labour disputes and labour court litigation matters instituted against the Department. Ensure uniform action and conduct for all institutions in the Department in respect of labour relations matters. Provide Training in labour disputes and labour court matters. Attend and participate in Labour Relations Officers Form, LR Liaison Officers meeting and other forums as requested. Management of Staff within the sub-directorate: Disputes and Litigation.
- 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** : 05 May 2023
- POST 13/161** : **ASSISTANT MANAGER SPECIALTY (PSYCHIATRY) NIGHT DUTY**
Chief Directorate: Metro Health Services
- SALARY** : R642 942 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Mental Health Nursing after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Willingness to work day and night duty as well as shifts, including weekends and public holidays for planned periods. On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office suite). In-depth knowledge and understanding of mental health and nursing legislation, related legal and ethical practices, guidelines, relevant public-sector legislation, People Management and Finance Policies and procedures. Ability to work independently, apply management principles in leadership, problem-solving, conflict resolution and interpersonal skills.
- DUTIES** : Responsible for management of the psychiatric nursing service for acute and forensic patients, Manage and monitor the effective utilisation of human, financial and physical resources. Deliver quality psychiatric nursing care and

provide on-going support to the nursing service throughout the hospital. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal hospital framework principles. Liaise with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.

ENQUIRIES : Mr M Photo Tel No: (021) 826-5801
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 : 05 May 2023

POST 13/162 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R588 378 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Communicate in at least two of the three official languages of the Western Cape. Valid code (B/EB) driver's license. Competencies (knowledge/skills): Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy (word and excel), knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Acute Psychiatric Services.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Mr. ST Mndende Tel No. (021) 370 -1400/ Ms. ID Cupido Tel No: (021) 370 - 1358
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 : 05 May 2023

POST 13/163 : **OPERATIONAL MANAGER (GENERAL): GENERAL MEDICINE**

SALARY : R464 466 per annum (PN-A5)
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-

hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem-solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in general nursing science.

DUTIES : Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

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 : 05 May 2023.

POST 13/164 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Garden Route District

SALARY : Grade 1: R464 466 per annum
CENTRE : George Sub-district, Garden Route District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Provide comprehensive support for the George Sub-district Primary Health Care management teams to enable the implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Analysis and interpretation of HIV and TB Data, Strengthen and monitor implementation of QIPs to improve HIV and TB services. Monitor and evaluate the IPC component of the staff wellness register and report to PHCM Support George Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.

ENQUIRIES : Ms M Marthinus Tel No: (044) 814-1100
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 : 05 May 2023

POST 13/165 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Garden Route District

SALARY : Grade 1: R464 466 per annum, (Plus 8% non-pensionable rural allowance of your annual basic salary)

CENTRE : Oudtshoorn and Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Nurse: Registration with the SANC as a Professional Nurse and Midwifery. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Maternal-Child-Womens Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Provide comprehensive support for the Primary Health Care management team to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Give support to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203-7200
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 : 5 May 2023

POST 13/166 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Overberg District

SALARY : Grade 1: R464 466 per annum
CENTRE : Theewaterskloof Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel, PowerPoint). Good interpersonal, leadership and communication skills (Verbal and Written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health, Chronic Diseases- and WHCH-

- programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Co-ordination and implementation of life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men’s health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitoring of service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.
- ENQUIRIES** : Mr VM Maseko Tel No: (028) 212-1070
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- CLOSING DATE** : 05 May 2023
- POST 13/167** : **LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES (X3 POSTS)**
Directorate: Western Cape College of Nursing
- SALARY** : Grade 1: R400 644 per annum (PN-D1)
Grade 2: R492 756 per annum (PN-D2)
- CENTRE** : Western Cape College of Nursing (based at: Metro West Campus)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in any of the following fields, Trauma and Emergency Nursing, Critical Care Nursing Orthopaedic Nursing, Peri-Operative Nursing registered with SANC. A relevant master’s degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision-making / problem-solving skills Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
- DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervised of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
- ENQUIRIES** : Ms Y Magerman Tel No: (021) 684-1202
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.
- CLOSING DATE** : 05 May 2023
- POST 13/168** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OHS, IPC AND QA)**
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Knysna Sub-district (Primary Health Care and Acute Services)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Occupational Health Nursing Science after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project- and financial management. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office).
- DUTIES** : Support the Health Establishments (HE) staff to meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure the health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training database. Monitor data quality in the Health Establishment.
- ENQUIRIES** : Ms GA Lloyd Tel No: (044) 302-8440
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Occupational Health Nursing Science with the South African Nursing Council.
- CLOSING DATE** : 05 May 2023

POST 13/169 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
West Coast District

SALARY : R331 188 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management, Finance, Revenue and Patient Administration environment. Appropriate knowledge and practical experience in BAS, LOGIS, Clinicom and Account Receivables system. Appropriate practical experience in budget and expenditure control as well as Assets and Liabilities accounts. Appropriate experience in the procurement of goods, services, warehouse management and asset management administration. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the West Coast District. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must have organisational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Package with experience in LOGIS, BAS, Clinicom and Account Receivables system. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System.

DUTIES : Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Authorization of BAS/ LOGIS payments. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed, implemented and coordinating documents personnel.

ENQUIRIES : Ms W Jasson Tel No: (022) 487-9215
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 : 05 May 2023

POST 13/170 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT- GOVERNANCE -TRAINING AND DEVELOPMENT (GOODS AND SERVICES)**
Directorate: Supply Chain Management Governance

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENT : Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience in procurement prescripts related to Goods, Services. Appropriate training experience. Inherent requirements of the job: Valid driver's licence (Code B/EB) and ability to travel to conduct training. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Supervisory experience.

DUTIES : Present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services and Infrastructure, as per the approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, and supervision of staff.

ENQUIRIES : Ms L Khan Tel No: (021) 834-9047
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. Shortlisted candidates may be required to undergo competency assessments.

CLOSING DATE : 05 May 2023

POST 13/171 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT-
GOVERNANCE -TRAINING AND DEVELOPMENT (INFRASTRUCTURE)**
Directorate: Supply Chain Management Governance

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience in procurement prescripts related to Infrastructure. Appropriate training experience. Inherent requirements of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Supervisory experience.

DUTIES : Present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Infrastructure, as per the approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, and supervision of staff.

ENQUIRIES : Ms L Khan Tel No: (021) 834-9047
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. Shortlisted candidates may be required to undergo competency assessments.

CLOSING DATE : 05 May 2023

POST 13/172 : **INDUSTRIAL TECHNICIAN PRODUCTION (BUILDING MANAGEMENT SYSTEM)**

SALARY : R269 214 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S- Stream) in Electrical Engineering/Mechanical 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 project and contract management experience. Appropriate experience in the field of Engineering Building Automation Systems. National Diploma or equivalent (T- or N- or S- Stream) in Electrical Engineering/Mechanical 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. Inherent requirement of the job: A valid vehicle driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Understand the basics of Building Management Systems Protocols, Communications standards, Monitoring signals and Control signals. Knowledge of Uninterruptible Power Supply Systems operations and configurations, deep Cycle Batteries Principles and operation, heating, Ventilation and Air-conditioning Systems (Operation and Controls) and fire detection Systems. Ability to carry out general electrical and/or electronic tasks on Building Industrial and Automation Infrastructures. (Basics of Industrial Electronics). Computer Literacy (MS Word, MS Excel, MS Outlook).

DUTIES : Maintenance and repairs to building Management systems and affiliated Instrumentation equipment (Software and Hardware), fire detection systems and Access Control Systems and conduct repairs on UPS & Battery systems. Control of works order with maintenance management. Project and Contract Manage various Service Level Agreements of Engineering Infrastructure that is associated with the BMS Division. Training and development of BMS operator staff and assist with department expenditure control. Provide strategic planning for the division and the equipment maintenance under the divisions control and perform various health technology audits, assessments and analysis. Keep an up-to-date record of systems and administration functions regarding the division's functioning and the equipment maintenance and evaluation.

ENQUIRIES : Mr A Nober Tel No: (021) 404-5055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 May 2023

POST 13/173 : **LIAISON OFFICER (QUALITY ASSURANCE)**
Chief Directorate: Metro Health Services

SALARY : R269 214 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree in Public Relations Management. Experience: Appropriate experience in the communication field/Administration. Inherent requirements of the job: A valid driver's licence and willingness to travel. Fluent in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of health systems (Sinjani, Clinicom, Hectis. Ideal Hospital Framework. Knowledge of OHSC Regulations, Patient experience of care. Waiting for time survey Computer literacy. Good interpersonal and communication skills. Knowledge of Clinicom/ Sinjani/ ECM/ Ideal Hospital Capturing system)/DHIS. Ability to function independently as well as part of a team. Ability to function under pressure. Ability to deal with difficult clients. Excellent report writing and presentation skills. Excellent minute-taking skills.

DUTIES : Support to the Quality Assurance manager. Drive the internal communication plan and activities as well as the external communication plan in collaboration with the substructure office and the communication directorate. Patient-Centered Experience: Patient and public complaints and compliments, Client Satisfaction Surveys, Waiting Time Survey, Public and Media Enquiries,

Manage the Helpdesk. Ensure compliance with the Ideal Hospital Framework/Office of Health Standards Compliance. Events: Successful coordination support of events. Database and reports: Update and maintain the database and formulate monthly stats and quarterly reports. Scribe for quality/communication-related meetings. Maintain filing system according to requirements.

ENQUIRIES APPLICATIONS : Mr R Geswindt Tel No: (021) 377-4410
 : 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 : 05 May 2023

POST 13/174 : **PERSONAL ASSISTANT**
 Chief Directorate: Metro Health Services

SALARY : R269 214 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on the condition that the subjects of the qualification align with the functions as per the attached job description. Experience: Appropriate experience in rendering secretarial and management support to a Senior Executive Manager in a professional environment. Inherent requirement of the job: Communication skills in at least two of three languages of the Western Cape. Valid driver's licence. Competencies (knowledge/skills): Full Computer literacy (Office Suite, i.e MS Word, Advance Excel, Outlook, and PowerPoint). Ability to work fully independently and utilize own initiative to complete tasks and projects. Ability to execute duties accurately, thoroughly and on time and ability to work under pressure. Good interpersonal skills, good planning, organizational and presentation skills. Good conflict management skills. Excellent telephone etiquette, displaying empathy to clients and staff alike. Able to compile and write relevant documents. Ability to function in a team.

DUTIES : Provide a secretarial support service to senior management. Provide administrative support in terms of adhering to personal requirements by staff directly reporting to the Chief Executive Officer. Provide administrative support services with regard to meetings, including minute-taking. Execute office and general administrative duties. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables. Relief and other related duties.

ENQUIRIES APPLICATIONS : Ms L van der Berg Tel No: (021) 940-4402
 : 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 : 05 May 2023

POST 13/175 : **PROFESSIONAL NURSE GENERAL (PALLIATIVE CARE) GRADE 1 TO 3**
 (West Coast District)

SALARY : Grade 1: R268 584 per annum (PN –A2)
 Grade 2: R330 324 per annum (PN -A3)
 Grade 3: R400 644 per annum (PN - A4)

CENTRE : Saldanha bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years of appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid Code B/EB driver's licence and willingness to travel. Good communication skills in two of three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function in a multi-disciplinary team (including the NPO sector). Experience in direct patient care.

- Understanding and knowledge of the core package of services for PHC and Level 1 hospitals. Excellent report writing skills Experience with analysing statistical and patient data and manage allocated resources. Computer literacy (Ms Word, PowerPoint, and Excel).
- DUTIES** : Provide direct client care through provision of optimal, holistic nursing care compliant with the standards set by the service and professional and legal framework. Internal and external interface management with all stakeholders and staff. Support and capacity building of staff in wards and on-line advisory support across the district health service platform. Administration and service delivery design and support, resource management and report writing. Monitoring and evaluation of quality of services, health data, information, and policy implementation.
- ENQUIRIES APPLICATIONS** : Ms AC Kogana Tel No: (022) 487 9263
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.
- CLOSING DATE** : 05 May 2023
- POST 13/176** : **ARTISAN PRODUCTION GRADE: A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : Grade A: R199 317 per annum
Grade B: R234 780 per annum
Grade C: R274 092 per annum
- CENTRE REQUIREMENTS** : Head Office, Cape Town
: 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 requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work. Knowledge of repairs and installation of industrial Laundry Equipment.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of 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 within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES APPLICATIONS** : Mr D Samuels Tel No: (021) 830-3772
: 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** : 05 May 2023
- POST 13/177** : **ARTISAN PRODUCTION GRADE: A TO C (ELECTRICAL)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : Grade A: R199 317 per annum
Grade B: R234 780 per annum
Grade C: R274 092 per annum
- CENTRE REQUIREMENTS** : Head Office, Cape Town
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.

- Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at the hospital and the institution. Maintain and repair electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisans with their duties.
- ENQUIRIES APPLICATIONS** : Mr L Semono Tel No: (021) 830-3770
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 05 May 2023
- POST 13/178** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Cape Winelands Health District
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Wellington CDC, Drakenstein Sub-district
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management, Health Information Systems, and end-user systems support. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills and leadership abilities. Good working knowledge and experience of Health Information Systems (Clinicom, PHCIS, Sinjani, Ideal Facility and BI), including monitoring and evaluation of performance information and systems. Advanced computer skills in Ms Office (i.e., Ms Word, Excel, PowerPoint, and Outlook).
- DUTIES** : Assist AO a in all health statistics within the Sub-district. Responsible for good quality data, PHC, HAST, CBS. Assist Information management in implementation of information systems, including DITCOM process. Render a supportive function to primary health care facilities in Drakenstein Sub-district, with regards to information management. Office administration with regards to filing process, telephone and letters, office equipment and other stock.
- ENQUIRIES APPLICATIONS** : Ms N Carolissen Tel No: (021) 877-6517
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 05 May 2023
- POST 13/179** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Central Karoo District
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Kwa-Mandlenkosi Clinic
: Minimum educational qualification: Grade 12 (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Advance computer literacy (MS Office: Word, Excel, and PowerPoint). Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/Tier.net or any other health information systems) will be to your advantage. Ability to function independently and within a team context.
- DUTIES** : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in a prescribed format, within set time frames and according to Information Management Policy. Support to the Operational Manager in the facility. Implement Information Management Policies and Guidelines. Engagement with stakeholders, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic).
- ENQUIRIES** : Mr O Sceffers Tel No: (023) 414-8294

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 : 05 May 2023

POST 13/180 : **FOOD SERVICE SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R151 884 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (St 7) and a Food Service Certificate. Experience: Appropriate experience in a large-scale, Food Service Unit. Inherent requirement of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Physically able to lift heavy objects and be on your feet for long periods of time. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literate in MS Office (Writing skills and the ability to work under pressure.

DUTIES : Order, receipt, storage and issue all food provisions and stock in the food service unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.

ENQUIRIES : Ms R Potgieter Tel No: (021) 940 4575
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 : 05 May 2023

POST 13/181 : **PORTER**

SALARY : R107 196 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Requirements: Basic numeracy and literacy. Experience: Appropriate porter experience within a hospital environment. Inherent requirement of the job: The ability to do physical tasks such as the lifting of patients from/onto beds, trolleys and wheelchairs. Render a shift duty and rotate in different departments. Ability to effectively communicate in at least two of the three official languages spoken by the Western Cape. Competencies (Knowledge/Skills): Knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedures.

DUTIES : Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting medical equipment. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
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 : 05 May 2023

POST 13/182 : **CLEANER (X6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R107 196 per annum

<u>CENTRE</u>	:	Post A: Heideveld Community Day Centre (X3 Posts) Post B: Dr Abdurahman Community Day Centre (X1 Post) Post C: Nyanga Community Day Centre (X1 Post) Post D: Mitchell's Plain Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements (24-hour facility/s only). Good communication skills (reading, speaking and writing) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to operate machinery and equipment.
<u>DUTIES</u>	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to the Household supervisor. Adhere to loyal service ethics.
<u>ENQUIRIES</u>	:	Post A: Ms A Allie Tel No: (021) 638-1690 Post B: Ms M Boonzaaier Tel No: (021) 637-9071 Post C: Ms R Christians Tel No: (021) 831-0871 Post D: Mr N Meyer Tel No: (021) 684-1418
<u>APPLICATIONS</u>	:	Post A: The Facility Manager: Heideveld Community Day Care Centre, Heideveld Road, Heideveld 7764. Post B: The Facility Manager: Dr Abdurahman Community Day Care Centre, Cnr of Ebbenbout and Eland Street, Kew Town 7764. Post C: The Facility Manager: 63 Sithandathu Avenue, Nyanga, 7750. Post D: The Facility Manager: 1 st Avenue Eastridge Mitchell's Plain, 7785.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 May 2023
<u>POST 13/183</u>	:	<u>FOOD SERVICES AID (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R107 196 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing, and numerical skills. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The ability to read, speak and write in two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Responsible for own transport. Experience: Appropriate experience in an Industrial Food Services Unit. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.
<u>DUTIES</u>	:	The preparation and distribution of milk feed to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Mr R Broekhuizen Tel No: (021) 918-1385
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
<u>FOR ATTENTION</u>	:	Ms LM Ryan
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test.
<u>CLOSING DATE</u>	:	05 May 2023

POST 13/184 : **FOOD SERVICES AID**
Cape Winelands Health District

SALARY : R107 196 per annum
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large-scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbents must be physically fit to lift heavy objects and be on their feet the entire day. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

ENQUIRIES : Mr GA Petersen Tel No: (023) 626-8611
APPLICATIONS : The Acting Manager: Medical Services, Robertson Hospital, Private Bag X 617, Robertson 6705.

FOR ATTENTION : Ms TM Padiachy
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 May 2023

POST 13/185 : **LINEN STORES ASSISTANT**
Chief Directorate: Rural Health Services

SALARY : R107 196 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Basic numeracy and literacy. Experience: Appropriate experience in a linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime, e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Ability to communicate (verbal and written) at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Knowledge of stock and infection control.

DUTIES : Maintain a high standard of cleanliness and hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to the transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
FOR ATTENTION : Mr K Cornelissen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 May 2023

POST 13/186 : **PORTER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R107 196 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience a Porter in a Hospital Environment. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be able to work standby and overtime including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Ability to

communicate in at least two of the three official languages of the Western Cape.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to the supervisor. Assist with the removal of corpses. To assist staff with removal of plaster of Paris. Render support in general.

ENQUIRIES : Mr R Cupido Tel No: (021) 571-8040

APPLICATIONS : The Manager Medical Services: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Mr L Johnson

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

CLOSING DATE : 05 May 2023

POST 13/187 : **PORTER**
Garden Route District

SALARY : R107 196 per annum

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum requirement: Basic literacy skills. Experience: Appropriate experience in a hospital, porter environment will be an advantage. Competencies: (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Must be physically able to lift patients and stay for long hours on your feet. Must be able to do mortuary duties, i.e., removing of corpses from wards.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register and responsible for the cleaning of the mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

ENQUIRIES : Mr SR Papa Tel No: (044) 203-7314

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 05 May 2023

POST 13/188 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R107 196 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for collection of waste/medical waste from the different wards/theatres, any other area as well as the external pick-up points. Responsible for effectively operating equipment to perform cleaning functions. Responsible to provide effective support to the Principal General Foreman with regard to the cleaning of the institution.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327

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 : 05 May 2023

POST 13/189 : **MESSENGER: MEDICAL RECORDS**

SALARY : R107 196 per annum

CENTRE : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the duties of this post in a medical records registry. Inherent requirement of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads and walk all day. Must have the ability to safely operate a tow tractor/ Tow tug. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of folder management procedures. Basic computer literacy
<u>DUTIES</u>	:	Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Safely operate a tow tractor/tow tug.
<u>ENQUIRIES</u>	:	Mr WR Weeder Tel No: (021) 404-4056
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 May 2023

DEPARTMENT OF THE PREMIER

<u>CLOSING DATE</u>	:	02 May 2023
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 13/190</u>	:	<u>DIRECTOR: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 42/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Master's degree (NQF Level 9 as recognised by SAQA); A minimum of 6 years' experience at a middle management level; A valid code EB driving licence or an alternative mode of transport for persons with a disability. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . Recommendation: Experience conducting policy research / analysis and

participating in / contributing to public policy or strategy development processes. Competencies: Knowledge of the following: Public policy and strategy processes; Provincial executive support systems and services; Policies of the government of the day; Policy and strategy development, strategy management and strategy monitoring and review processes; Human resource management and financial management processes; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent written and verbal communications skills at a middle-management level; Outstanding planning, organising and people management skills.

- DUTIES** :
- Strategic guidance and advice with respect to policy analysis and research. This includes the following broad areas of service delivery: High level policy development, analysis and research services; Analyse national and provincial policy and strategy developments and prepare responses and outline implications for the province; Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation); Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and other relevant strategies; Provide capacity building and support to WCG departments in innovative policy development, planning and research; Advise on the alignment of departmental strategic and annual performance plans, as well as integrated development plans, with provincial strategic priorities; Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes; Advise, in consultation with Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities; Engage with internal and external stakeholders on policy and strategy issues; Monitor, review and analyse the implementation of the provincial strategic plan and priorities; Develop and manage the strategic and business plans of the Directorate; Participate in the recruitment of staff; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure.
- ENQUIRIES APPLICATIONS** :
- Dr HH Fast Tel No: (021) 483 5459
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

- POST 13/191** :
- PRINCIPAL PSYCHOLOGIST REF NO: DOTP 39/2023**
- SALARY CENTRE REQUIREMENTS** :
- Grade 1: R1 071 918 per annum, OSD as prescribed
- Department of the Premier, Western Cape Government
- A Master's Degree in Industrial Psychology; Compulsory registration as Psychologist (Industrial) with the Health Professions Council of South Africa; A minimum of 3 years post - registration experience as Industrial Psychologist with the HPCSA; Valid code B driver's licence. Proof of registration as Psychologist (Industrial) with the Health Professions Council of South Africa must be submitted with your online application. Recommendation: Experience in Leadership and Culture Interventions will be advantageous. Competencies: Knowledge of Health Professions Act, 1974, HPCSA Code of Ethics for Professionals and HPCSA Policy guideline on Classification of psychometric measuring devices, instruments, methods and techniques; Professional judgement and reasoning ability; Leading and supervising; Adhering to principles and values; Applying expertise and technology; Deciding and initiating action; Project Management skills, analytical thinking, conflict management and negotiating; Communication (verbal and written) and report writing skills.
- DUTIES** :
- Manage, plan, develop, guide and advise on complex theories, models in order to enhance behavioural, group and org behaviour; Apply paradigms, theories, models etc to enhance organisational behaviour. Give inputs into the design and development of OD intervention methodologies and instruments. Provide

guidance to employees and ensuring the operational efficiency of the leadership and culture component as well as determining training and development needs of employees; Responsible for disciplining employees and monitoring their conduct and performance management of staff; Quality assure the accuracy and correctness of employees output. Manage the contracts with Service Providers, executing projections on expenditure and the procurement of services, stationary and training of component. Research and development.

- ENQUIRIES APPLICATIONS** : Ms L Isaacs Tel No: (021) 466 9734
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 May 2023
- POST 13/192** : **DEPUTY DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 26/2023**
(3-Year Contract)
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum (Level 12), (all inclusive salary package)
: Department of the Premier, Western Cape Government
: Postgraduate qualification in the Social Sciences/ Public Policy/ Law/ Economics/ Planning/ Built environment or related field. A minimum 6 years experience within a research / policy environment. Recommendation: Masters Degree; Exposure to and / or experience in Futures Planning / Strategic Foresight. Competencies: Knowledge in the following: Public policy analysis and public policy development and implementation processes; Strategy development, strategy implementation and management and strategy monitoring and review processes; Modern systems of governance and administration; Public communication, public education, public engagement and public discourse management processes; Policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of the Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations. Skills needed: Writing and Reporting; Analysing; Deciding and Initiating Action; Working with People; Relating and Networking; Presenting and Communicating Information; Persuading and Influencing; Planning and Organising; Research; People Management; Monitoring, evaluation, and reporting; Critical thinking, innovation, and problem-solving; Communication (written and Verbal). Ability to analyse, conceptualise and implement policy and strategy; Ability to work independently and as part; Able to work collaboratively and flexibly across teams within the organisation. Strong inter-personal, communication, and relationship management skills.
- DUTIES** : Support the Futures Planning / Strategic Foresight initiatives in the Province through research, analysis and scenario exercises; Research and analyse the provincial policy environment; Initiate the development of appropriate, integrated, and multi-disciplinary government; Programmes (cluster-based and transversal to clusters); Support provincial departments with appropriate policy formulation and decision-making methodology and support systems; Supervision of operational planning and work organisation of the Futures Planning initiative.
- ENQUIRIES APPLICATIONS** : Dr Hildegard Fast Tel No: (021) 483 5459
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates

will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 02 May 2023

POST 13/193 : **STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 40/2023**

SALARY : LP 7: R797 901 per annum, all-inclusive salary package, (OSD as prescribed)
LP 8: R939 876 per annum, all-inclusive salary package, (OSD as prescribed)

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge of the following: Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law. Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least English; well-developed innovative problem-solving and analytical skills; sound organising and planning skills.

DUTIES : Researching, formulating, drafting and editing legislation; Providing legal technical comments on draft legislation; Providing legal advice (including formal written opinions) on substantive legal issues; and scrutinising, drafting and editing legal documents, memoranda, submissions and legal technical correspondence.

ENQUIRIES : Ms A Vosloo Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 02 May 2023

POST 13/194 : **GISc PRODUCTION PROFESSIONAL REF NO: DOTP 33/2023**

SALARY : R646 854 per annum, (all-inclusive salary package), (OSD as prescribed)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 3 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional; A valid driving licence (Code B or Higher). Recommendation: Practical experience in the following: ArcGIS Enterprise environment; Application of GIS software packages to support policy analysis; Integration of a variety of datasets; Data quality assurance, cleansing, and transformation. Competencies: Knowledge of the following: ArcGIS and Microsoft Azure data and system integration; Geographic information systems; Data and statistics methods, analysis, and interpretation; Programming languages like SQL, Python, R, or Java; Spatial data legislation and standards; Business Intelligence systems and data portals and their application; Related policies

and priorities of provincial and national government. Skills needed: Computer and data literacy; MS Office used in WCG; Data quality assurance, cleansing, and transformation; Analytical and interpretative; Problem solving; Decision making; Programme and project management; Communication and presentation skills, verbal and excellent report writing skills; Stakeholder management and partnerships. Ability to work independently and as part of a team that co-creates.

DUTIES : Facilitate transversal GIS and ensure departmental GIS supports the analysis and alignment of spatial information to the strategic imperatives; Facilitate the implementation of GIS and spatial data/information standards, metadata standards, and data governance procedures in the WCG; Facilitate the dissemination, communications, and advocacy for spatial data products and services to identified stakeholders; Collaborate and coordinate within a Community of Practice for spatial data governance integral to province-wide data governance with the WCG departments, local government, and other stakeholders; Provide operational GIS support to the Provincial Data Office and WCG departments.

ENQUIRIES : Mr J. Du Preez Tel No: 082 883 6592
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 02 May 2023

POST 13/195 : **ASSISTANT DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 27/2023**
(12 Month Contract)

SALARY : R393 711 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (Bachelors Degree or equivalent); A minimum of 3 years relevant experience. Recommendation: Honours Degree; A valid code B driver's license. Competencies: Knowledge of the following: Latest advances in Public Management; Public policy analysis and public policy development processes; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Policies of the government of the day; Global regional and local political, economics and social affairs impacting on the provincial government of the Western Cape; Latest trends in public sector innovation and innovation methodologies. Skills needed: Writing and Reporting; Analysing; Deciding and Initiating Action; Working with People; Relating and Networking; Presenting and Communicating Information; Persuading and Influencing; Planning and Organising; Research; People Management; Monitoring, evaluation, and reporting; Critical thinking, innovation, and problem-solving; Communication (written and Verbal). Ability to analyse, conceptualise and implement policy and strategy; Ability to work independently and as part; Able to work collaboratively and flexibly across teams within the organisation. Strong inter-personal, communication, and relationship management skills.

DUTIES : Collect and collate performance information for the period 2019 to present; Contribute to the development of the End of Term Review, including analysis of provincial; Performance and intergovernmental processes; Write and / or edit sections of the End of Term Review; Contribute to the development of a strategic framework that emanates from the End of Term; Review recommendations.

ENQUIRIES : Dr Hildegarde Fast Tel No: (021) 483 5459

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 May 2023

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 02 May 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 13/196** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: HEALTH INFRASTRUCTURE REF NO: DOI 09/2023**
- SALARY** : Grade A: R750 693 - R801 105 per annum
Grade B: R846 429 - R911 862 per annum
Grade C: R967 809 - R1 140 018 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate

new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr Y Jacob Tel No: (021) 483 8514
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/197 : **ASSISTANT DIRECTOR: SYSTEM SUPPORT REF NO: DOI 08/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience in Supply Chain Management. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Applying technology; Skills needed: Problem-solving, Decision-making; Project management; Information management; Communication (written and verbal). Ability to work in a team.

DUTIES : Develop and review the following: The process for a repository of documents on ECM-system and departmental website; The process for retaining financial information as per prescripts. Manage the following: The development and utilisation of a supplier evidence bank, ensuring the evidence bank is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Key identified supplier's relationship with respect to cost delivery and communication; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government; Develop the annual strategy for managing the supply base; Develop and manage a formal process for increasing the capability of suppliers in line with departmental objectives.

ENQUIRIES : Ms P van der Merwe Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/198 : **ASSISTANT DIRECTOR: ELECTRONIC RECORD MANAGEMENT REF NO: DOI 12/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Records Management. Recommendation: Course in the following: Electronic Records Management Practitioner; Masters Course; Records Management Course. Competencies: Knowledge of the following: Relevant Legislation, policies, prescripts, and procedures; Integrated electronic document and records management systems; Retention guidelines and information management technology applications for records retention; Records management and customer care; Skills needed: Written and verbal communication; Report writing; Supervisory skills.

DUTIES : Identification and establishment of RIM and Best Practice; Design and implementation of electronic classification and records-keeping procedures

and processes; Provide management assistance in the design, review, recommendation, implementation and interrogation of new records and information related applications; Perform electronic records-keeping audits including reports and project planning assistance; Manage and Co-ordinate the work performance of the Scan Supervisor, E-Registry Clerks and Scanner Operators; Provide guidance and leadership in strategic records and information management; Ensure and provides training and change management services and ensure as such is implemented for all procedures and processes.

ENQUIRIES : Mr R Plaatjes Tel No: (021) 483 9590
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/199 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (MECHANICAL) REF NO: DOI 13/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Building construction on-site experience; Preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Mechanical matters, familiar with contract administration, Occupational Education and Safety Act and relevant regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Skills needed: Proven computer literacy; Technical report writing; Written and verbal communication; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Education Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications, and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Education Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/200 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 11/2023 (X3 POSTS)**

SALARY : Grade A: R326 031 - R347 925 per annum
 Grade B: R347 279 - R398 082 per annum
 Grade C: R420 318 - R495 099 per annum
 (Salary will be determined based on post registration experience as prescribed by OSD)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Recommendation: Exposure to the fleet maintenance industry; Procurement;

- Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Ms M Subailey Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/201** : **ADMINISTRATOR (LIABILITIES): FRAUD AND LOSSES CONTROL REF NO: DOI 05/2023 (X2 POSTS)**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: Loss control and basic investigation skills. Competencies: Knowledge and understanding of the following: WCG Loss Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Basic investigations, organising, planning (time management), problem solving and analytical; Ability to assess evidence w.r.t losses and claims and basic investigation; Ability to adhere to strict financial and legal deadlines/timeframes and work under pressure.
- DUTIES** : Claims against the State (Public Liability Claims) and claims by the State (RCD Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
- ENQUIRIES** : Ms LD Atkins Tel No: (021) 483 3743
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/202** : **ADMINISTRATION CLERK (LOSS CONTROL): FRAUD AND LOSSES CONTROL REF NO: DOI 01/2023**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: Knowledge of the following: Loss Control; Basic investigation skills. Competencies: Knowledge and understanding of the following: WCG Loss Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Basic investigations, organising, planning (time management), problem solving and analytical; Ability to assess evidence w.r.t losses and claims and basic investigation; Ability to adhere to strict financial and legal deadlines/timeframes and work under pressure.
<u>DUTIES</u>	:	Claims against the State (Public Liability Claims) and claims by the State (Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses; and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
<u>ENQUIRIES</u>	:	Ms LD Atkins Tel No: (021) 483 3743
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/203</u>	:	<u>REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO: DOI 04/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry Clerk Course and Relevant experience in the Registry environment. Competencies: Good verbal and written communication skills; Concern for others; Reliable; Self-Management; Work in a Team; Good client relation skills; Diversity Citizenship.
<u>DUTIES</u>	:	Opening of physical and electronic files and maintenance of file covers; Correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Preparing mail to be posted by folding and franking; Assist the supervisor with the allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the administration of systems by adding folders.
<u>ENQUIRIES</u>	:	Mr A Kruger Tel No: (021) 483 7088
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/204</u>	:	<u>ROAD WORKER SUPERVISOR: CONSTRUCTION AND SPECIALIZED MAINTENANCE REF NO: DOI 06/2023 (X1 POSTS AVAILABLE IN MOSSEL BAY)</u>
<u>SALARY</u>	:	R151 884 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure , Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC1/EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following: Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.

ENQUIRIES APPLICATIONS : Mr. P Gers Tel No: (044) 272 6071
: To submit your application, there are three methods in which you can apply, please only use one of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 13/205 : **OPERATOR SCAN CENTRE: ELECTRONIC RECORD MANAGEMENT(PAARL) REF NO: DOI 03/2023**

SALARY CENTRE REQUIREMENTS : R128 166 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent qualification. Competencies: Skills needed: Good written and verbal communication; Computer literacy; Operating equipment; Planning; Problem solving.

DUTIES : Prepping of documents; Scanning of documents/files; De-Prepping of documents/files; Quality assurance; Scanning of vital records.

ENQUIRIES APPLICATIONS : Mr R Plaattjes Tel No: (021) 483 9590
: To submit your application, there are three methods in which you can apply, please only use one of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 13/206 : **MESSENGER: RECORDS MANAGEMENT REF NO: DOI 02/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R107 196 per annum (Level 02)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent qualification. Competencies: Skills needed: Good verbal and written communication; Self-Management; Concern for others; Proven computer literacy; Able to work in a team.

DUTIES : Collection of mail bags from the post office and documents from all the offices of the department, using a vehicle or physically; Sorting and distribution of internal mail to all the offices of the Department; Franking of mail to be posted; Request vehicle and ensure that it is in a good condition; Assist with the execution of functions associated with records management.

ENQUIRIES : Mr A Kruger Tel No: (021) 483 7088

- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF LOCAL GOVERNMENT

- CLOSING DATE** : 02 May 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 13/207** : **CHIEF ENGINEER (CIVIL): PLANNING AND SUPPORT REF NO: LG 22/2023**
- SALARY** : Grade A: R1 090 224 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Local Government, Western Cape Government
 An appropriate Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Must be registered with ECSA as a Professional Engineer; A minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Networking; Engineering and professional judgment. Skills in the following: Decision making; Team leadership; Analytical and creativity; Self-management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Planning and organising; Proven computer literacy; Conflict management; People management; Negotiation, problem solving and analysis; Change management; Innovation.
- DUTIES** : Programme and project management; Engineering, legal and operational compliance; Long term integrated spatial, infrastructure and financial planning; Asset management; Water and Energy resilience strategies; Infrastructure Governance; Innovation in infrastructure development and financing; Infrastructure procurement.
- ENQUIRIES APPLICATIONS** : Mr M Brand Tel No: (021) 483 2856
 Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/208** : **DEPUTY DIRECTOR: RECOVERY REF NO: LG 21/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in the field of disaster management. Recommendation: Financial management and Project management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Related policies and guidelines as well as applicable legislation; Understanding of the disaster management systems and procedures as applied in all three spheres of government with the focus on disaster recovery; Human Resource Management; Strategic planning; Skills needed: Proven computer literacy (MS Office); Communication (written and verbal); Ability to work independently and as part of a team.
<u>DUTIES</u>	: Coordinate and facilitate the following: The disaster assessments and verification processes; Disaster debriefings/post events analysis studies; Disaster declarations and classifications; Disaster relief, rehabilitation and reconstruction projects; The application, allocation and monitoring of disaster grants; To oversee the strategic management planning, human resource performance management and risk management in the sub-directorate; To manage the finances/budget of the sub-directorate in terms of financial prescripts.
<u>ENQUIRIES APPLICATIONS</u>	: Ms L Nicholson Tel No: (021) 937 6317 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/209</u>	: <u>ASSISTANT DIRECTOR: JDMA REF NO: LG 17/2023</u> (12-Month Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R393 711 per annum (Level 09), plus 37% in lieu of service benefits. : Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or Stakeholder Relations.; A minimum of 3 years supervisory level experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: All spheres of government and all agents and stakeholders; The IDP and related planning processes Knowledge and understanding of program and project management; Applicable policies, strategies, legislation, guidelines standards procedures & best practice; Municipal integrated development planning, performance management and development planning at all three spheres of government; The constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Procurement and tendering processes; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills needed: Proven computer literacy (MS Office); Communication (written and verbal); Time management, planning and organising; Report writing; Report writing; Leading and supervising; Analysing. Abilities: Deciding and initiating action; Delivering results and meeting customer expectations.
<u>DUTIES</u>	: Facilitate stakeholder engagement, policies and systems for the JDMA Programme; Oversee and ensure the provision of the secretariat and administrative function for all District/Metro JDMA coordinating structure meetings and forums; Oversee and ensure the provision of administrative support for the JDMA team(s); People management.
<u>ENQUIRIES APPLICATIONS</u>	: Dr S Greyling at Tel No: (021) 483 4647 sandra.greyling@westerncape.gov.za : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/210</u>	: <u>ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 19/2023</u>
<u>SALARY</u>	: R393 711 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) ; A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector finance; Financial legislation in the public sector; Applicable financial management systems; Monitoring and reporting procedures; Statistical packages; Municipal finances; Project management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
<u>DUTIES</u>	: To manage and coordinate municipal support interventions; Monitor and evaluate all projects; Gather all relevant information related to municipal performance and compliance.
<u>ENQUIRIES APPLICATIONS</u>	: Mr N Batatu Tel No: (021) 483 8160 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/211</u>	: <u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 20/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R393 711 per annum (Level 09) : Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Built Environment, Town/Urban Planning, Public Management, Development studies or relevant qualification; A minimum of 3 years experience in development planning or local government planning. Recommendation: Working knowledge of the following: Integrated Development Planning policy, legislation and guiding manuals; Experience in municipal strategic management and strategic planning processes, including performance management; Project management. Competencies: Knowledge of the following: Integrated Development Planning (IDP) and intergovernmental planning, budgeting and implementation; IDP policy, legislation and guiding manuals; Community-based participation processes.
<u>DUTIES</u>	: Assessing the quality of Integrated Development Plans; Monitor and report on annual integrated development planning, review and implementation; Provide support to individual municipalities with drafting and reviewing of IDPs; Assist with the coordination and monitoring of sector planning mechanisms for alignment and integration of municipal, provincial and national programmes; Provide capacity building in IDP to municipalities and related stakeholders and support municipalities with area-based planning; Assist with the preparation and management of project plans and prepare monthly/quarterly performance reviews; Prepare and manage sub-directorates budgets; Spatial mapping and GIS.
<u>ENQUIRIES APPLICATIONS</u>	: Ms N du Plessis Tel No: (021) 483 3284 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/212</u>	: <u>ADMINISTRATIVE OFFICER: JDMA (12 MONTH CONTRACT) REF NO: LG 18/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R269 214 per annum (Level 07) : Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Principles and processes for providing customer and personnel services; Quality control; Technical knowledge; Information Management; Public Administration; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Minute taking; Planning and coordination; Project Management.
<u>DUTIES</u>	: Provide a line support service to the JDMA unit; Record the engagements of the unit; Provide a general administrative and secretariat support service for

the JDMA unit; Ensure the effective flow of information and documents to and from the unit.

ENQUIRIES : Ms D Benjamin Tel No: (021) 483 3938
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF MOBILITY

CLOSING DATE : 02 May 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/213 : **DEPUTY DIRECTOR: VEHICLE LICENCING AND DRIVER REGULATION AND STANDARDS REF NO: DM 04/2023**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Mobility, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years management level experience; A valid (code B or higher) driving licence and willingness to regularly travel away from the office. Recommendation: Road Traffic legislative knowledge; Client Service orientated, Project Management; Budget and Financial management; Human Resource management. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Problem solving and decision making through analytical thinking; Communication (written and verbal) skills; Proven computer literacy; Planning and organising; Relationship management.
DUTIES : Manage the agency function pertaining to vehicle registration and licensing and driver and vehicle fitness processes; Manage the Provincial Helpdesk (Call Centre, Walk-in centre and back-office client services) for the departmental vehicle registration and licensing and driver & vehicle fitness processes; Manage all projects allocated to the sub-directorate; Ensure compliance with all relevant legislative, statutory, regulatory and management requirements towards the achievement of assigned projects and goals; Human Resource management; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve the unit's objectives effectively and efficiently.

ENQUIRIES : Mr R Barreiro Tel No: (021) 483 2061
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/214 : **ADMINISTRATIVE OFFICER: WINELAND/CENTRAL KAROO REF NO: DM 05/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Mobility, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Project Management processes; Freight and Logistics. Competencies: Knowledge of the following:

- Public Administration; Supply Chain Management; Applicable legislative and regulatory requirements in the development land transport projects; Information Management systems; Written and verbal communication skills.
- DUTIES** : Provide high level support in the planning, coordination and implementation of land transport services; Active participation in the Land Transport Projects, including freight and logistics projects; Provide high level administrative support services, including financial, human resource administration and document management; Collect, analyse and collate information and data; Respond to general enquiries from internal and external stakeholders, find resolutions or refer to correct official; Assist in conducting desktop research on matters relating to land transport.
- ENQUIRIES APPLICATIONS** : Ms D Cloete Tel No: (021) 483 3694 / Dana.Cloete@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/215** : **REGISTRY CLERK: OFFICE SUPPORT SERVICES REF NO: DM 02/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Mobility, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); Valid Code (B/EB) driving License. Recommendation: Computer literacy (MS Word and Excel). Competencies: Good written and verbal communication skills; Team and people orientation; Organised and Self Motivated; Innovative and Analytical thinking; Work under pressure; Knowledge of Record Management, Registry and Archive Procedures.
- DUTIES** : Opening of physical files upon request, maintaining file covers and filing of correspondence; Capturing files details; Closing files and prepare for destruction; Keep registers: opened/closed files; Franked mail; Registered mail and dispatching of outgoing mail. General assistance to messenger duties and driving duties when required.
- ENQUIRIES APPLICATIONS** : Mrs S Theys Tel No: (021) 469 7617
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/216** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (GMT) REF NO: DM 03/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Mobility, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject; A valid (code 08) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in a General Recognised Accounting Practice (GRAP); Supply Chain Administration/ Management. Competencies: Knowledge of Relevant Acts and regulations; Skills needed: Financial reporting; Good problem solving; Systematic approach; Analytical thinking; Written and verbal communication; Numerical; Ability to work under pressure.
- DUTIES** : Purchase, receive, issue and storing of stock; Administer and handle all tender and contract administration; Manage and maintain the supplier database; Administer and manage the property plant equipment movable asset (furniture, equipment and store assets); Provide an office equipment support service.
- ENQUIRIES APPLICATIONS** : Ms K Proctor-Fourie Tel No: (021) 467 4792/ (061) 884 6572
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/217** : **CLEANER: GENERAL ADMINISTRATION (BRACKENFELL) REF NO: DM 01/2023**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Department of Mobility, Western Cape Government
: Basic literacy and numeracy (ABET). Recommendation: Must be physically fit and able to operate and move relevant machinery; Must be able to lift and

- move office and equipment; Proven general cleaning and maintenance. Competencies: Skills needed: Written and verbal communication; Interpersonal; Planning and organising; Ability to communicate on all levels.
- DUTIES** : Daily cleaning and maintenance of facilities; Maintenance of the kitchen; Ad hoc tasks.
- ENQUIRIES** : Mr J Baugaard Tel No: (021) 983 1523
- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 May 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 13/218** : **ECONOMIST: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 06/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Honours Degree (or equivalent qualification) in Economics, Finance, Public Policy; A minimum of 3 years experience in economic or policy research; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Masters Degree in Economics, Finance or Public Policy; Experience in data analysis and or policy development; A keen interest in working in an applied economic policy environment; Experience in project management. Competencies: Knowledge in the following: Micro/macroeconomic theory and interpretation and economic analysis of key data sets; Municipal Finance Management Act, other relevant legislation and policies applicable to local government; Ability to understand and communicate findings from rigorous quantitative research; Written and verbal communication skills.
- DUTIES** : Coordinate and manage and provide inputs into the Local Government Budget Assessment process with other key stakeholder departments; Assess, advise and monitor municipal Service Delivery Budget Implementation Plans (SDBIP's); Conduct and publish economic and socio-economic analysis through the Municipal Economic Review and Outlook (MERO) publication and

ENQUIRIES : Socio-economic Profiles for Local Government (SEP-LG); Project Management; Financial Management; People Management and Mentoring. Ms N Rinqest Tel No: (021) 483 8692

POST 13/219 : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 07/2023**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics, Public Finance or Accounting; A minimum of 6 years proven financial management experience in the Public Sector of which 3 years should be management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willingness to travel; Strong financial background specifically in a municipal related environment. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, Municipal Finance Management Act, National Treasury regulations, Provincial Treasury Instructions, Circulars, Companies Act); Municipal budget process and procedures; In Year Monitoring process and procedures; Implementation of the mSCOA reform in municipalities; Skills needed: Written and verbal communication; Organising, planning and change management; Leadership and team building.

DUTIES : Municipal budgets analysed and assessed to improve conformance, credibility and sustainability in compliance with sections 22 and 23 of the MFMA; In-year monitoring reports on the implementation of municipal budgets evaluated and trends and risks reported to provincial and national government, as per section 71 of the MFMA; Feedback and advice provided to municipalities in order to enhance conformance, accountability, data integrity, sustainability and efficiencies; Reports and analysis on MFMA implementation and municipal finances to improve IGR and coordination within and across PT, other departments and relevant stakeholders to improve conformance and performance in municipalities; Personnel management that positively contributes to equity, staff recruitment, retention and development.

ENQUIRIES : Ms N Rinqest Tel No: (021) 483 8692

POST 13/220 : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 08/2023 (X2 POSTS)**

SALARY : R393 711 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of system administration in a user support and training environment.

DUTIES : Rendering of a user support and training to departments system users in the province; Assessing and maintaining the financial management system and time identification of new system requirements and arranging system applications; The investigation, implementation and management of an analytical tool for the detection of irregular fraudulent transactions on financial systems; The analysis and provision of system data to all departments; Responsible for the department system controller functions specifically related to the day-to-day management of transversal systems to Provincial Treasury.

ENQUIRIES : Mr I Callaghan Tel No: (021) 483 8277

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and

time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/221 : **PSYCHOLOGIST: FACILITY POLICY AND PROFESSIONAL SERVICES (KRAAIFONTEIN) REF NO: DSD 53/2023**

SALARY : Grade 1: R745 785 – R819 921 per annum, (OSD as prescribed)
Grade 2: R870 231 – R965 835 per annum, (OSD as prescribed)
Grade 3: R1 009 944 – R1 189 656 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Qualifications: Master's Degree in Clinical Psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1- year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies: Knowledge of the following: Code of professional ethics of the HPCSA and the Professional Board for Psychology; Key elements of policies, frameworks, norms and standards on organisational performance; Mentoring and coaching practices; Project management; Research methods/statistics; Skills: Communication (written and verbal); Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Facilitation and presentation; Conflict resolution; Planning and organising; Report writing; Numeracy and problem solving; Coping with pressure and setbacks.

DUTIES : Performing psychological assessment to conceptualise, diagnose, plan and monitor therapeutic processes; Develop theoretical and etiological formulations; Research, Policy Development and Programme Design; Training and supervision; Administration.

ENQUIRIES APPLICATIONS : Mr AA Mitas Tel No: (021) 202 9249
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/222 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DSD 52/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems;

- Human Resource Management; policy development; Budgeting processes; Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.
- ENQUIRIES APPLICATIONS** : Mr D.N Arendse Tel No: (021) 483 8646
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/223** : **SOCIAL WORKER: SOCIAL WORK SERVICES (PHILLIPI) REF NO: DSD 51/2023**
- SALARY** : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms K Brink Tel No: (021) 834 7000

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

POST 13/224 : **SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDE VALLEY) REF NO: DSD 38/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms L Louw Tel No: (023) 438 5300

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

POST 13/225 : **SOCIAL WORKER: SOCIAL WORK SERVICES (ATLANTIS) REF NO: DSD 36/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Recommendation:** A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. **Competencies:** Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Dr W du Toit Tel No: (022) 713 2272
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/226 : **SOCIAL WORKER: SOCIAL WORK SERVICES (3 POSTS AVAILABLE IN KRAAIFONTEIN, EERSTE RIVER AND KHAYELITSHA) REF NO: DSD 48/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
 Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
 Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
 Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision

framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr F Gezwind Tel No: (021) 812 0925
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/227 : **SOCIAL WORKER: SOCIAL WORK SERVICES (GEORGE) REF NO: DSD 46/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
 Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
 Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
 Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning

and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES APPLICATIONS : Mr YD Nghonyama Tel No: (044) 272 8977
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/228 : **SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 47/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms C Engel Tel No: (021) 483 7675

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

POST 13/229 : **SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU) REF NO: DSD 49/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms M Swart at Tel No: (021) 763 6212

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

POST 13/230 : **SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF) REF NO: DSD 45/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES APPLICATIONS : Ms M Arendse Tel No: (023) 348 5300
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/231 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (WYNBERG) REF NO: DSD 50/2023**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience/exposure. Competencies: Good understanding of the following: Clerical duties and capturing; Skills needed: Proven computer literacy; Planning and organisation; Communication (written and verbal); Flexibility and Team work.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services.

ENQUIRIES APPLICATIONS : Mr C Palmer Tel No: (021) 763 6219
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/232 : **ADMINISTRATION CLERK: FINANCIAL MANAGEMENT REF NO: DSD 33/2023**

SALARY CENTRE : R181 599 per annum (Level 05)
: Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience/exposure. Competencies: Job knowledge; Skills in the following: Written and verbal communication; Numeracy, Proven literacy in MS Office; Interpersonal; Planning and organising; Decision making and flexibility; Client orientation and customer focus.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Marshall Tel No: (021) 483 6717 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/233</u>	:	<u>ADMINISTRATION CLERK: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 34/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05) Department of Social Development, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience/exposure. Competencies: Knowledge of the following: PFMA, No 1 of 1999; Treasury prescripts; Financial delegations; NPO Act; Policy on financial awards; Guidelines for the implementation of the policy on financial awards. Skills needed: Proven computer literacy in MS Office; Presentation; Decision making; Written and verbal communication; Interpersonal relations; Problem solving; Planning and organising.
<u>DUTIES</u>	:	Evaluate and process prescribed documents for payment; Monitor compliance and identify non-compliance with prescribed policy/legislation and funding conditions; Business plans; Render a support function to programme offices.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hindley Tel No: (021) 483 5760 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/234</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 54/2023 (X17 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R164 391 - R227 550 per annum, OSD as prescribed Department of Social Development, Western Cape Government Clanwilliam, Bonnytown, Horizon, Outeniekwa, De Novo and Roar Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multisectoral teams in social service delivery.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all

		the clerical functions required; Render care services to residents; Continuous professional development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas Tel No:(044) 803 7508
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/235</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 37/2023 (X3 POSTS AVAILABLE IN BELLVILLE, ELSIES RIVER AND DELFT)</u>
<u>SALARY</u>	:	Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed) Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed) Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Engel Tel No: (021) 483 7675
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/236</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 39/2023</u>
<u>SALARY</u>	:	Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed) Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)</p> <p>Department of Social Development, Western Cape Government</p> <p>Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence.</p> <p>Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.</p>
<u>DUTIES</u>	<p>Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Dr W du Toit Tel No: (022) 713 2272</p> <p>Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co</p>
<u>POST 13/237</u>	<p><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 40/2023 (X3 POSTS AVAILABLE IN OVERSTRAND, THEEWATERSKLOOF AND WITZENBERG)</u></p>
<u>SALARY</u>	<p>Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)</p> <p>Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)</p> <p>Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Department of Social Development, Western Cape Government</p> <p>Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and</p>

successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Arendse Tel No: (023) 348 5300
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/238 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 43/2023 (X5 POSTS AVAILABLE IN KRAAIFONTEIN, EERSTE RIVER AND KHAYELITSHA)**

SALARY : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
 Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
 Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as

Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. **Competencies:** Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Mr F Gezwind Tel No: (021) 812 0925
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/239 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 44/2023 (X4 POSTS AVAILABLE IN ATHLONE, GUGULETHU AND MITCHELLS PLAIN)**

SALARY : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
 Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
 Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. **Competencies:** Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation

- skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms M Swart Tel No: (021) 763 6212
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/240** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATLANTIS AND LANGA) REF NO: DSD 42/2023**
- SALARY** : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms C Engel Tel No: (021) 483 7675
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/241 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATLANTIS)**
REF NO: DSD 35/2023

SALARY : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Dr W du Toit Tel No: (022) 713 2272

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

POST 13/242 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD**
41/2023 (X2 POSTS AVAILABLE IN BEAUFORT WEST AND GEORGE)

SALARY : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social

Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES

: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES

: Mr YD Nghonyama Tel No: (044) 272 8977

APPLICATIONS

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