



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2023

DATE ISSUED 05 MAY 2023

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the closing date of the post of Deputy Director-General: Information Services (CIO), Ref No: HRMC 24/23/1, advertised in Public Service Vacancy Circular 14 dated 21 April 2023, has been extended to 17 May 2023. We apologise for any inconvenience caused. **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 14 dated 21 April 2023 The positions of Director-General, Senior Executive Officer: PMTE, Head of ISA, Supply Chain Management Executive, DDG: Programme Management Office and Special Projects, DDG: Corporate Services, DDG: Governance, Risk and Compliance and DDG: Facilities Management in the Department of Public Works and Infrastructure were advertised in Public Service Vacancy Circular 14 dated 21 April 2023 with the closing date of 12 May 2023. The Department has since noted that applicants experienced technical challenges in submitting applications through the email addresses as provided. The technical issues

have since been addressed and the same email addresses are still applicable. Applicants are therefore requested to re-submit their applications. Consequently the closing date for the positions is extended from 12 May 2023 to 26 May 2023. The Department wishes to apologize any inconvenience caused.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	19 May 2023 at 16:00
<b><u>NOTE</u></b>	:	<p>The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.</p>

## MANAGEMENT ECHELON

<b><u>POST 15/01</u></b>	:	<b><u>CHIEF DIRECTOR: NATIONAL RURAL YOUTH SERVICE CORPS (NARYSEC) REF NO: 3/2/1/2023/332</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chief Directorate: National Rural Youth Service Corps: Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Education, Public Management / Public Administration or Bachelor of Science or Advanced Diploma in Vocational Education and Training (NQF Level 7). Minimum of 5 years' experience at senior managerial level in skills development and project management. Job related knowledge: public administration. Programme planning, analysis, development and evaluation. Considerable knowledge and understanding of NARYSEC programmes and operations and the procurement and contracting requirements. Social development issues. Economic development. Institutional development. Rural development issues. The Comprehensive Rural Development Programme (CRDP). Job related skills: Communication skills (verbal and written). Presentation skills. Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Financial management skills. Business management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Lead and facilitate training and skills development for NARYSEC in line with the Comprehensive Rural Development Programme (CRDP) and the NARYSEC policy. Manage and oversee implementation of the skills development projects and programmes in line with the National Skills Development Act. Facilitate consultation with key stakeholders including Municipalities, Provincial Government Departments, Traditional Councils, Private Sector, Academic and Research Institutions. Provide household poverty and rural development profiling and produce management information and reports that guide skills development priorities innovation within the Rural Development context. Manage and oversee implementation of the skills development projects and programme. Facilitate skills development for youth in rural areas in support of the implementation of the CRDP. Lead the planning and development of skills programme in line with the approved NARYSEC policy. Oversee delivery of skills development institutions. Manage and mainstream youth development programmes. Facilitate and manage youth development programmes including high school and post school awareness on market related critical skills career opportunities. Ensure that youth development programmes are implement and coordinated in line with the CRDP, National Skills Development Act and NARYSEC Policy. Stakeholder engagement with relevant partners e.g. Municipalities, Provincial and National Government, Traditional Councils, Youth Civil Society Organisations, Academic institution etc. Facilitate and monitor placement and linking NARYSEC graduates to job opportunities (full time, part-time, learnerships and other learning opportunities) and establishment of enterprise development. Identify work opportunities for youth in the community (linked to socio-economic opportunities in area). Access youth competencies and interests to develop and implement a skills development exit strategy and programmes. Stakeholder management to facilitate exit job and enterprise development. Implement exit opportunities and track learners after exiting the programme.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Moyo Tel No: (012) 312 9335 Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

**POST 15/02** : **RESEARCH, MONITORING AND EVALUATION SPECIALIST REF NO: 3/2/1/2023/333**  
Contract Position

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). (Contract appointment ending 31 December 2024).

**CENTRE REQUIREMENTS** : Office of The Special Master of Labour Tenants: Gauteng (Pretoria)  
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Economics / Business Administration / Public Management / Developmental Studies / Social Sciences. Minimum of 7 years research, monitoring and evaluation related experience, including extensive demonstrable knowledge of research methodologies, i.e. both quantitative and qualitative methods, techniques and tools in which 5 years' experience at middle / senior managerial level. Job related knowledge: Knowledge of Geographic Information Systems (GIS), as well as the knowledge of mass claims processing. Job related skills: Strong analytical (mathematical and statistical knowledge) and some stakeholder management skills. Superb interpersonal communication skills and perception of power relations including excellent English writing and editing skills. Good knowledge of the Land Reform (Labour Tenants) Act, 1996. Programme and project management skills. Proficiency in the use of Microsoft Office suite of software (including Microsoft Teams).

**DUTIES** : Plan and conduct research and investigative activities, as well as provide monitoring and evaluation oversight on the variety of internal and external activities under the mandate of the Special Master of Labour Tenants (SMLT). Design and implement research, monitoring and evaluation strategies and policies. Manage the life cycle of research, monitoring and evaluation processes. Facilitate knowledge building and sharing on relevant research, monitoring and evaluation issues. Update as necessary research, management and evaluation plans, consistent with the SMLT mandate. Collaborate and coordinate with relevant primary stakeholder departmental officials, civil society organisations / Non-Governmental Organisations (NGOs) / Non-Profit Organisations (NPOs) and other stakeholders on research, monitoring and evaluation issues. Identify and engage with relevant primary stakeholder departmental officials, civil society organisations / NGOs / NPOs and other stakeholders on research, monitoring and evaluation issues. Document findings and draft recommendations for implementation. Promote the vision, mission and values of the SMLT. Facilitate knowledge building and sharing on relevant research, monitoring and evaluation issues. Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into the SMLT universe of methodologies, tools and techniques. Write evaluation reports and deliver well-thought-through presentations to target stakeholders on research, monitoring and evaluation issues. Provide technical on-site and remote guidance through the deployment of guidance notes and other tools for the implementation of research, monitoring and evaluation plans. Assist the SMLT in the identification of potential oversight implementation problems and bottlenecks and recommend appropriate strategies to address them. Strengthen systems and tools and training materials for training relevant stakeholder personnel as necessary.

**ENQUIRIES APPLICATIONS** : Mr R Khanzi Tel No: (012) 407 4091 / 060 525 6516  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

**POST 15/03** : **MASTER DATA SPECIALIST REF NO: 3/2/1/2023/334**  
Contract Position

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). (Contract appointment ending 31 December 2024)

**CENTRE** : Office of The Special Master of Labour Tenants: Gauteng (Pretoria)

**REQUIREMENTS**

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor of Science, Bachelor of Science (Engineering), Bachelor of Science (Computers / Information Technology). Minimum of 5 years' experience at a middle / senior managerial level. 5 years relevant Information Communication Technology experience, inclusive of at least 2 years of demonstrable database management experience. Job related knowledge: Knowledge of Geographic Information Systems (GIS), as well as the knowledge of mass claims processing. Job related skills: Strong analytical (mathematical and statistical knowledge) and some stakeholder management. Excellent communication (verbal and written), reporting and influencing skills. Operational-level stakeholder management skills. Strong competence and advanced skills in standard software such as Excel, Word, PowerPoint, Outlook, Access and Microsoft Teams are essential. Good knowledge of the Land Reform (Labour Tenants) Act, 1996.

**DUTIES**

: Lead data governance function in the Special Master of Labour Tenants (SMLT). Ensure the maintenance of appropriate data management documentation in line with applicable methodologies and good practice. Design, implement and maintain data input registry to improve data capture audit trail. Promote the vision, mission, and values of the SMLT. Be an active participant at the Special Master War room. Prepare weekly activity reports (WAR). Execute other duties as assigned. Coordinate the development of Service Level Agreements (SLAs) with relevant third parties. Support the development, enhancement, consolidation and maintenance of disparate datasets. Perform extracting, importing and exporting of data as necessary. Assist with ongoing data architecture processes and governance. Regularly conduct data integrity testing, and validating routines. Evaluate datasets for consistency, completeness, accuracy, reliability and reasonableness. Audit data regularly to ensure data integrity and quality. Perform data reconciliations to identify data anomalies. Interact with relevant stakeholders regularly to obtain data for new and existing requirements. Escalate data issues needing process re-engineering to supervisor. Proactively identify and manage data integrity dependencies, risk issues and possible impediments with cross-functional teams as appropriate. Participate in relevant initiatives across multiple functional areas and regions. Audit data regularly and ensure continuous data integrity. Execute changes to master data as approved by the designated superior. Perform system monitoring and user management related activities. Perform mass updates as required. Regularly present data management updates at the Special Master War room meetings and or as required. Develop process improvements for data management activities. Regularly perform data analysis using statistical tools. Generate data reports periodically for management and other stakeholders. Timeously address any issues, questions and problems raised as required. Regularly perform data management activities according to agreed schedule. Regularly back up and ensure the security of master dataset(s). Create an appropriate database for storing data dictionaries and troubleshooting problems. Execute all regular data management routines and processes necessary to maintain the integrity of operations records and database(s). Assist in the preparation of data reports, training materials, business presentations, publications, stakeholder engagement collaterals and other educational materials. Operationalise data management functions by establishing required systems, manuals and operational procedures. Train designated staff and other stakeholders as necessary on applicable data management activities. Assist in defining standard operating procedures, process flows and related documentation. Assist in performing quantitative and qualitative data analysis in conjunction with the Research, Monitoring and Evaluation Specialist. Perform data analysis of key problem areas to assist in root cause analysis. Perform data interrogation routines as required to extract insights and or provide management with data integrity profiles.

**ENQUIRIES**

: Mr R Khanzi Tel No: (012) 407 4091 / 060 525 6516

**APPLICATIONS**

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

## OTHER POSTS

- POST 15/04** : **CHIEF GEOGRAPHIC INFORMATION SYSTEM (GISc) PROFESSIONAL (GRADE A – B) REF NO: 3/2/1/2023/335**  
Directorate: National Spatial Information Framework  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R990 747 – R1 833 903 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in GISc field (NQF level 7). Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional on appointment. Minimum of 6 years post qualification GISc professional experience required. Job related knowledge: GIS implementation. Geo database design and repository management. Geo statistical analysis. Standards development and policy formulation. Technical report writing. Spatial analysis knowledge. GIS applications. Knowledge of legal requirements and compliance. High level spatial design and modelling. Job related skills: Organising skills, process knowledge skills, systems maintenance skills, mobile equipment operating skills, advanced computer skills, interaction skills and communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Provide strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Profile and position GISc function strategically within the institution. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc projects activities. Monitor and evaluate GISc function within the organisation. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify organisational GISc challenges. Provide policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organizational objectives. Provide implementation guidance on new GIS innovations. Manage project and financial management. Determine and manage human resource requirements. Approve tender documents and terms of reference. Approve service level agreements. Approve project cost and quality level. Determine and source financial requirements for project. Adhere to financial legislations and regulations. Manage, review and monitor budget to ensure that the financial required procedures are adhered to. Manage stakeholder issues. Provide stakeholder management. Provide opportunities to enhance a more diverse workforce. Provide equal access to development opportunities. Manage conflict resolution effectively. Identify key stakeholders. Build and maintain alliances and networks of clients, colleagues and interest groups inside and outside the organisation. Manage human resources. Manage the development, motivation and utilisation of human resources. Apply and manage performance management and development system.
- ENQUIRIES APPLICATIONS** : Ms M Chauke Tel No: (012) 312 9643  
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 15/05** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/339**
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Directorate: District Office: North West (Dr Kenneth Kaunda District)



- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitor and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply Chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : Manage the identification, establishment and development support of cooperatives. Coordinate and manage needs assessments as well as scoping and auditing of cooperatives. Manage and maintain the organised primary cooperatives into secondary cooperatives. Coordinate and manage liaison with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Engage organs of the state, private sector and building partnerships. Direct and manage development of business plans and funding requests. Contribute to the development of a monitoring tool and strategy for cooperatives. Manage the establishment cooperatives, setting up of internal / cooperatives governance drafting of constitution and facilitates training in adherence and compliance with the co-operatives Act No 14 of 2005. Manage provision of support to new and existing cooperatives (facilitates pre-establishment, constitution, registration, training and monitoring). Direct and manage facilitation on training of governance issues of cooperatives and business management. Coordinate identification and support of the development enterprise operational and compliance system. Coordinate and collate identified training needs and develop training plans for cooperatives. Manage partnership agreements and / or agreements. Coordinate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Manage identification of local, national and international markets for cooperatives. Manage processes to assist cooperatives to get marking tools for their business through Small Enterprise Development Agency (SEDA). Manage processes to assist cooperatives to get export certificate to sell their products. Manage the development of co-operative financing institution (CFIs) towards the formation of cooperative bank. Direct and manage organisation of workshop for cooperatives on understanding functioning of the cooperative's financial intuitions. Direct and coordinate savings and credit workshops for the cooperatives to develop culture of saving. Ensure registration and manage compliance with the cooperatives financial institution (CFI). Manage development and support of agro processing, rural enterprises and industries. Direct and coordinate processes of business plan development in liaison with stakeholders including SEDA. Manage the packing of development support to small and medium scale Agro processing Projects. Coordinate technical training needs assessments and engagement of training institutions. Coordinate and manage provision of technical training on production, processing and mechanisation operations to rural enterprises and industries.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 15/06** : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/348 (X2 POSTS)**  
Directorate: Coordination of State and Land Reform Surveys
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration

with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.

**DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, 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. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

**ENQUIRIES** : Ms M Kekana Tel No: (012) 312 8911  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

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

**POST 15/07** : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/349**  
 Directorate: Operational Management

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law. Minimum of 3 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques, Community facilitation, Understand and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills. Negotiation skills. Contract management skills. Leadership skills, Computer literacy and Communication skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES** : Coordinate the lodgement of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense

account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D submission.

**ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018135  
**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200  
**NOTE** : Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 15/08** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2023/346**  
Directorate: Cooperatives and Enterprise Development

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in administration environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structures. Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPFMA). Knowledge of Department transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical skills. Documents management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resources planning skills. Time management skills. Communication skills (verbal and written). Problem solving and decision-making skills. A valid driver's license. Willing to travel and / or work irregular hours. Ability to work under pressure.

**DUTIES** : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure that Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasteful or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA, Procurement, Human Resource, Transport and Record management policies. Develop administrative policy procedures and provide inputs for policy development. Administer the coordination of human resources support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.

**ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136  
**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

- POST 15/09** : **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/345**  
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 2 years' experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS) and Logistical information System (LOGIS). Knowledge of Public Service Regulations. Job related skills: Supervisory skills. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Process BAS, PERSAL and LOGIS transactions. Check and verify BAS and PERSAL advices. Authorise transactions on BAS, PERSAL and LOGIS. Maintain budget. Analyse and manage Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Facilitate and compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Report on invoices paid within 30 days. Facilitate compilation of Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate misallocations. Perform shifting of funds. Analyse expenditure trends. Manage petty cash. Check and sign petty cash replenishment and blance cash on hand. Facilitate petty cash court and reporting. Request for petty cash facilities and increase.
- ENQUIRIES APPLICATIONS** : Mr E Masikanya Tel No: (033) 264 9500  
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 15/10** : **SENIOR SUPPLY CHAIN PRACTITIONER: PPRM (POLICY PERFORMANCE, RISK AND CLIENT RELATIONS MANAGEMENT) REF NO: 3/2/1/2023/336**  
Chief Directorate: Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Public Administration / Purchasing Management / Logistics Management. Minimum of 2 years' working experience in Supply Chain Management Environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental Supply Chain Management procedures and policy. Broad Based Black Economic Empowerment. Construction Industry Development Board (CIDB) Act and Regulations. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Teamwork. Working under pressure. A valid driver's licence.
- DUTIES** : Conduct supply chain compliance monitoring in different supply chain management units. Ensure the pre audit function on a daily basis in each supply chain management request in National Office is done in line with Treasury Regulations on a daily basis. Ensure National Bid Adjudication Committee and Provincial Bid Adjudication Committee comply with supply chain management prescripts. Ensure the conducting of spot checks and site visits to all Provinces. Ensure uniformity of supply chain management practices. Compile reports on supply chain management performance. Ensure compilation of Ministerial reports on supply chain management trends. Ensure National Treasury / Auditor-General / Executive Management reports are compiled in line with supply chain management prescripts. Compile supply chain management risk register and update supply chain management audit file. Ensure the supply chain management risk register is updated and all Auditor-General, Internal Audit findings are addressed in all Provinces. Ensure all supply chain management queries are addressed. Ensure all supply chain management points are updated as per audit findings. Assist in supply chain

management prescripts development and training. Assist in supply chain management policy development. Ensure the training of the supply chain management practitioners and Bid committee members is provided as per requirements.

**ENQUIRIES  
APPLICATIONS**

: Ms G Cele at 082 904 4879  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 15/11**

: **SUPPLY CHAIN PRACTITIONER: PPRM (POLICY PERFORMANCE, RISK AND CLIENT RELATIONS MANAGEMENT) REF NO: 3/2/1/2023/337**  
Chief Directorate: Supply Chain Management Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 per annum (Level 07)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Administration / Purchasing Management / Logistics Management. Minimum of 1 year working experience in Supply Chain Management environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental Supply Chain Management procedures and policy. Broad Based Black Economic Empowerment. Construction Industry Development Board (CIDB) Act and Regulations. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Supervisory skills. Teamwork. Working under pressure.

**DUTIES**

: Assist in conducting preaudit and post audit function in supply chain management units. Receive and check compliance on all supply chain management requests from different client offices. Update supply chain management checklist for compliance monitoring. Attend to all supply chain management performance queries with regard to client's submissions. Assist in developing effective systems and standards for monitoring performance and compliance. Collect data from all supply chain management points and National Treasury website to assist in upgrading prescripts. Assist in providing effective bid closing / opening function. Assist in providing reports on supply chain management information on a monthly basis. Upon approval of prescripts, distribute all updated information for all Branches to implement. Provide feedback to client offices. Collect data from all supply chain management points. Assist in coordinating supply chain management training needs. Assist in identifying all supply chain management training needs. Compile a list for all supply chain management in need of training.

**ENQUIRIES  
APPLICATIONS**

: Ms G Cele at 082 904 4879  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 15/12**

: **ADMINISTRATIVE OFFICER: BURSARIES REF NO: 3/2/1/2023/338**  
Directorate: Human Resource Utilisation and Development  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 per annum (Level 07)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management / Human Resource Development / Management of Training. Minimum of 1-year experience in administration environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting Systems (BAS). Job

related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (verbal and written). Analytical skills. Problem solving skills and financial management skills.

**DUTIES** : Coordinate administrative support for the bursary programme. Check bursary application for compliance. Verify status of applicants and capture applications on Excel. Prepare bursary packs according to qualifications for bursary committee meeting. Perform secretarial functions for the bursary committee. Communicate the bursary committee recommendations \ decisions to bursary holders. Open files for approved bursaries. Perform supervisory duties. Compile payments for bursary holders. Request proof of registration \ statement of account from officials. Reconcile previous payments with received statement of accounts \ invoices. Compile payment for bursary holders. Submit payments to management for approval. Submit payments to finance for processing. Provide proof of payments to institutions and bursary holders. Report on payments processed on a weekly and monthly basis. Ensure that information \ records are properly managed. Update bursary database on Excel on the shared drive. Instate bursary contracts on PERSAL. Instate bursary expenditure, extensions, resignation, suspensions, transfers and withdrawals on PERSAL. Approve bursary transactions on PERSAL for subordinates. Report on bursary information system to management. Monitor and evaluate student's progress. Audit bursary files. Liaise with bursary holders to submit copies of results \ qualifications. Liaise with employees and the Directorate: Human Resource Administration regarding Departmental liability route form. Compile memorandum for requests for extensions, withdrawals, transfers, suspensions and resignations. Implement decisions of management. Inform the official about decision of management. Raise bursary debt with Debtors' Section. Report on student's progress on weekly and monthly basis. Coordinate marketing services for the bursary programme. Liaise with tertiary institutions on bursary matters. Nominate bursary holders for bursary information sessions. Coordinate booking of venues for the sessions. Inform bursary holders on the dates and venues for sessions. Conduct bursary information session and career advice to bursary. Report on bursary information sessions.

**ENQUIRIES APPLICATIONS** : Mr J Mabitsela Tel No: (012) 312 9325  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 15/13** : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/341**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Directorate: District Office: Limpopo (Vhembe District)  
: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.

**DUTIES** : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform

individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

**ENQUIRIES  
APPLICATIONS**

: Mr M Shai Tel No: (015) 284 6303  
 : Application can be submitted by post, Private Bag X9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

**NOTE**

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

**POST 15/14**

: **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/340**  
 Directorate: Corporate Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 per annum (Level 07)  
 : North West (Mmabatho)  
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in a relevant environment. Job related knowledge: Diversity management. Labour and employment legislation. Knowledge of storage and retrieval procedures. Job related skills: Computer literacy. Communication skills. Negotiation skills. Conflict resolution skills. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

**DUTIES**

: Implement employee benefits and conditions of services. Quality assurance of source documents submitted for capturing on Personnel and Salary Administration (PERSAL). Capture / approve PERSAL transactions such as housing allowance, acting allowance, probation reports, Employee Performance Management and Development. System (EPMDS) related transactions. Capture / approve appointments and transfers of employees on PERSAL. Implement the service termination of exiting employees. Conduct exit interviews and ensure that all related forms / documents are completed. Provide exiting employees / dependents with the relevant forms for claiming pension. Facilitate the completion of debt forms. Coordinate leave (including incapacity leave) as per regulatory framework. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before capturing / approving on PERSAL. Enter proper administration of incapacity leave in the Province. Conduct annual leave audits. Conduct calculation of leave pay-outs and ensure proper implementation. Administer recruitment and selection. Identify and coordinate the advertisement of vacant positions. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting. Schedule and invite shortlisted candidates for interviews. Manage logistical arrangements for candidates attending interviews. Render the implementation and monitoring of Performance Management. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure EPMDS documents before authority on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letters for the signatures of the Moderating Committee Chairperson. Draft letter to inform employee about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Process performance incentives. Ensure correctness of service records of employees after payment of pay

progressions. Facilitate capacity building programmes. Provide assistance to service provider with the facilitation of relevant training. Identified for managers in the province. Compile database of Performance and Development Plan (PDP). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memo to the Director: Human Resource Development for approval.

**ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.  
**NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 15/15** : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 3/2/1/2023/344**  
 Directorate: Financial and Supply Chain Management Services

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate. Minimum of 3 years' experience in logistics and transport. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer literacy, Communication skills (verbal and written), Interpersonal skills and Flexibility. Ability to work in a team and work under pressure and meet deadlines.

**DUTIES** : Facilitate authorisation Logistical Information System (LOGIS) requests. Safeguard procurement or order parcels. Maintain supplier banking details. Coordinate Safenet and Vat Vendor status. Coordinate lining of suppliers to services. Coordinate linking of correct amounts to services to be rendered. Facilitate authorisation of requests and creation of procurement advices. Maintain quotations and system generated contracts. Supervise and administer supply chain and general clerical services. Ensure liaison with client offices and suppliers regarding queries. Ensure aging of orders for easy referencing. Maintain outgoing document register from Logistics. Monitor 0 – 9 filing. Supervise reconciliation of invoices with LOGIS orders for payment. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the registers of suppliers. Supervise and approve of A Complete and Comprehensive Program for Accounting Control (ACCPAC) Requisitions. Supervise, receive and register ACCPAC requisition parcels. Ensure compliance on received parcels. Ensure that information is captured on the system. Verify billing accounts for correctness. Supervise and approve requisition and forwarding for Purchase Order authorisation. Supervise and send out Purchase Orders to suppliers and Project Officers.

**ENQUIRIES** : Ms NP Mokoena Tel No: (033) 264 9500  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

**POST 15/16** : **GEOMATICS OFFICER REF NO: 3/2/1/2023/347**  
 Directorate: Survey Services

**SALARY** : R241 485 per annum (Level 06)  
**CENTRE** : Western Cape (Mowbray)  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry.



**DUTIES**

Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.

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

**ENQUIRIES  
APPLICATIONS**

: Mr P Vorster Tel No: (021) 658 4300

: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

**NOTE**

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

**POST 15/17**

**CADASTRAL OFFICER REF NO: 3/2/1/2023/342**

Directorate: Cadastral Information, Maintenance and Supply Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R241 485 per annum (Level 06)

: Mpumalanga (Mbombela)

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

**DUTIES**

: Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the

noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

- ENQUIRIES** : Ms Z Hadebe Tel No: (013) 754 8020
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 15/18** : **ADMINISTRATION CLERK (X4 POSTS)**  
Directorate: Veterinary Public Health
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Mpumalanga (Mbombela) Ref No: 3/2/1/2023/350  
Eastern Cape (East London) Ref No: 3/2/1/2023/351  
Gauteng (Pretoria) Ref No: 3/2/1/2023/352 (X2 Posts)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

- POST 15/19** : **MESSENGER REF NO: 3/2/1/2023/343**  
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R125 373 per annum (Level 02)  
**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.
- DUTIES** : Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms P Moroane Tel No: (051) 448 0955  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 19 May 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Kindly note the advertised post of OHS Inspector with Ref No: HR4/4/5/35 for Labour Centre: Kokstad advertised on Public Service Vacancy Circular 14 dated 21 April 2023 with a closing date 09 May 2023 is advertised with the incorrect requirements. The correct educational requirements are Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e. Mechanical Engineering, Mechatronic Engineering and a valid driver's licence. The rest of the advert remains the same. The closing date is extended to 19 May 2023. Sorry for inconvenience. Enquiries: contact Mr. Frank Thengwayo Tel No: 012 309 4497

## OTHER POSTS

**POST 15/20** : **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT**  
**REF NO: HR4/23/05/02 HO**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY** : R811 560 per annum, (all inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate degree (NQF7) in Information Technology/ Computer Science/ Informatics. Five (5) years' functional experience at an Assistant Director or middle Management level in complex ICT Application complex environment as Application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle and PLSQL. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem-solving, Communication, Time-Management, Project-Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.

**DUTIES** : Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate.

**ENQUIRIES** : Ms. Engela Cronje Tel No: 083 797 1452  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resource Operations, Head Office.

**POST 15/21** : **ASSISTANT DIRECTOR: ACCOUNTS AND BOOKINGS REF NO:**  
**HR4/23/05/01HO**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/ Public Management/ Financial Management/ Financial Administration and Business Management/ Travel & Tourism Management/ Tourism Management. Valid Driver's Licence. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years' functional experience in Fleet Management/ Transport services. Knowledge: Public Finance Management Act, Departmental Policies and procedures, Intermediate Human Resource and Development, General Management, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act and Employment Equity Act, National Treasury Framework related to Travel and Subsistence. Skills: Computer literacy, Analytical, Verbal/ written Communication, Project Management, Attention to detail, Planning and Organizing, Research, Networking, Coordinating, Time management, Managerial and supervision.

**DUTIES** : Manage and administer air travel, hotel accommodation, car rental, shuttle and conference venue in the Department. Reconciliation and monitoring of travel account of the Department (e.g. open vouchers, unused flight tickets, fruitless and wasteful expenditure etc.). Manage the accounts to ensure payment of services providers within 30 days. Monitor compliance with Travel Management Policies and available prescripts. Manage resources in the Section.

**ENQUIRIES** : Mr P Kgare Tel No: 012 309 4485  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 15/22** : **ASSISTANT DIRECTOR: MARKETING AND ADVERTISING REF NO:**  
**HR4/23/05/03 HO**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree in Communication Science/ Public Relations/ Marketing. Four (4) years of functional experience in Marketing. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Basic knowledge of all legislation, Marketing Communication principles, Project Management, Batho Pele Principles. SKILLS: Planning and Organizing, Interpersonal, Computer literacy, Communication Skills, Problem Solving, Listening and observation, Negotiations, Time Management, Crisis Management, Creative writing.

**DUTIES** : Implement advertising strategy. Monitor the implementation of advertising campaigns. Manage the procurement and distribution of promotional items. Manage all the resources in the Division.

**ENQUIRIES** : Mr M Pela Tel No: 012 309 4247

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

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 15/23** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: HR4/23/05/04HO**

**SALARY** : R424 104 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Contract Law/ Commercial Law/B Com Law/Law of Purchasing/B Com in Supply Chain Management/LLB. Four (4) years' experience of which two (2) years is supervisory experience and two (2) years is functional experience in Contract Management. Knowledge: Constitution Act 108 of 1996, Supply Chain Management procedures, Government Procurement Policies, General conditions of contract, Closed Corporation Act of 1984, South African legal system Department's strategic plan, Internal policies. Skills: Verbal and written communication, Supervisory, Negotiation, Interpersonal relations, Decision-making, Problem solving, Analytical, Presentation, Training Provinces and in the workplace, Orientate customer focus, Time management, Computer Literacy (MS Word, Excel, PowerPoint, Access, Outlook & Internet).

**DUTIES** : Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage resources of the Division.

**ENQUIRIES** : Mr M Mthombeni Tel No: (012) 309 4890

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

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 15/24** : **SENIOR INTERNAL AUDIT (INFORMATION TECHNOLOGY AUDIT) REF NO: HR4/23/05/05HO**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY** : R359 517 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Internal Auditing/ B. Com Accounting/ B. Com Information Systems/ BCom IT Management/ Informatics/ Information Systems/ BSc IT/ Computer Science. Two (2) years functional experience Information Technology Auditing including General Control Reviews. Valid Driver's License. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITL, IS02700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good

Interpersonal, Presentation, Risk Assessment, Teammate (Audit Software), Data analytics (ACL, IDEA, Teammate analytics) Ability to work with minimal supervision, Report Writing, Driving, Analytical skills, Audit Techniques.

**DUTIES** : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within DeL. Supervise the resources in the section.

**ENQUIRIES** : Ms. T Macumbaia Tel No: 012 309 4424

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 15/25** : **SENIOR FRAUD INVESTIGATORS REF NO: HR4/4/4/03/17 (X2 POSTS)**

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office: Gauteng

**REQUIREMENTS** : Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management/Accounting/Law/Policing/Forensic Investigation/CFE qualification. Prepared to travel nationally (In possession of at least a Code 8 driver's licence). Two years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical, Investigation skills, Communication, Computer Literacy, Presentation skills, Communication skills, Report writing.

**DUTIES** : Implement Fraud and Corruption Prevention Strategies, Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.

**ENQUIRIES** : Ms SI Tyantsi Tel No: (011) 853 0899

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/26** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/840**

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office: Bloemfontein Free State

**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. Valid driver's Licence, Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIS & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.

**ENQUIRIES** : Mr. R Cornelissen Tel No: (051) 505 6324

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/27** : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/7/127**

**SALARY** : R359 517 per annum

**CENTRE** : Emalahleni Labour Centre

**REQUIREMENTS** : Three-year tertiary qualification in degree/diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 3-5 years' experience in a claims processing environment of compensation or medical claims is highly

desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology. Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical/ Accounts payments. Serve as a Team Leader/ Supervisor.

**ENQUIRIES** : Ms G Malatsi Tel No: 013 653 3800  
**APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)

**POST 15/28** : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/05/20**

**SALARY** : R359 517 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three-year qualification in Financial Accounting/BCOM Accounting/Accounting/BCOM LAW/ BCOM in Commerce. 1-2 years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Diseases Act (COIDA). OHS Act and Regulations. Public Service Act. Public Service Regulation. Public Financial Management Act (PFMA). Skills: Facilitation. Planning and organising. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

**DUTIES** : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct advocacy in relations to COIDA. Enforce compliance. Supervise the resources with the section.

**ENQUIRIES** : Mr. M Maluleke Tel No: (018) 387 8100  
**APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)

**POST 15/29** : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: HR4/4/05/21**

**SALARY** : R359 517 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three (3) year qualification in Labour Relations Management/BCOM Law/LLB/Internal Auditing. A valid driver's license. Two (2) years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, COIDA. Skills: Facilitation, Planning and organising, Computer literacy, Problem solving, interviewing skills, Communication written and verbal, Interpersonal, Innovation, Analytical, Research, Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resource within the Unit.

**ENQUIRIES** : Mr. M Maluleke Tel No: (018) 387 8100  
**APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)

**POST 15/30** : **UI CLAIMS OFFICER REF NO: HR 4/4/7/126**

**SALARY** : R294 321 per annum  
**CENTRE** : Mpumalanga Provincial Office: stationed at Malelane Labour Centre  
**REQUIREMENTS** : Grade 12. 0-6 months' working experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.



- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
- ENQUIRIES** : Ms N Ndlovu Tel No: 013 791 6000
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps
- POST 15/31** : **CLAIMS PROCESSOR REF NO: HR4/4/7/128**
- SALARY** : R294 321 per annum
- CENTRE** : Malelane Labour Centre
- REQUIREMENTS** : Three-year tertiary qualification Degree/Diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numbering, Business Writing Skill, Required IT Skills, Communication (Written and Verbal), Data capturing, Data and Records management, Telephone skills and Etiquette.
- DUTIES** : Handle claim registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
- ENQUIRIES** : Ms LL Shawe Tel No: 013 753 2844
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps
- POST 15/32** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
- SALARY** : R241 485 per annum
- CENTRE** : Labour Centre: Makhanda Ref No: HR4/4/1/700 (X1 Post)  
Labour Centre: Nqanqarhu Ref No: HR4/4/1/701 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Ms N Mvanyashe Tel No: 045 9321 424  
Ms N Ntlokwana Tel No: 046 6222 104
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps
- POST 15/33** : **BCEA INSPECTOR REF NO: HR4/4/5/37 (X2 POSTS)**
- SALARY** : R241 485 per annum
- CENTRE** : Pietermaritzburg Labour Centre
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). SKILLS: Facilitation skills, Planning and Organizing (own work),

Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz0 inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Mr M September Tel No: (033) 341 5300  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/34** : **ACCOUNTS AND BOOKING CLERK REF NO: HR4/4/7/111**

**SALARY** : R202 233 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. A valid driver's license. No experience required. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project Management, Intermediate Human Resources Development, General Management, Strategic Management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People Management.

**DUTIES** : Provide booking services of cars in the province (Daily). Attain information to prepare payment for service providers (Daily). Acquire information on payment of fines (Weekly). Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc. (Monthly).

**ENQUIRIES** : Mr. W. Terry Tel No: 013 655 8900  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/35** : **SECURITY OFFICER REF NO: HR 4/4/7/122**

**SALARY** : R171 537 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written. Communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.

**DUTIES** : Control access in and out if the Labour Centre and a provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily). Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily). Conduct internal investigations and enforce security rules and regulations (Daily).

**ENQUIRIES** : Ms N Mashibini Tel No: 013 655 8700  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/36** : **OFFICE AID REF NO: HR 4/4/8/842**

**SALARY** : R147 036 per annum  
**CENTRE** : Ficksburg Labour Centre Free State  
**REQUIREMENTS** : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.

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

**ENQUIRIES** : Mr T Moholi Tel No: (051) 933 2299  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT**  
*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 29 May 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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 underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the advertised post of Chief Director – Communications and Advocacy, Ref No: CMS18/2023 (post 14/53) in the Public Service Vacancy Circular 14 dated 21 April 2023, salary has been amended to R1 308 051 per annum and the post of Director: Socioeconomic Sectors with Ref No: CCAQ06/2023 which was initially advertised on Public Service Vacancy Circular 12 dated 31 March 2023 has been re-advertised on Public Service Vacancy Circular 14 2023 dated 21 April 2023 with the corrected requirements, applicants who previously responded to the advertisement on Public Service Vacancy Circular 12 are requested to re-apply in order for their applications to be considered. And Department of Forestry Fisheries and The Environment (Cape Town): Kindly note that the following post is advertised in Public Service Vacancy Circular 14 dated 21 April 2023, Estate Manager: Woodlands& Indigeneous Forest Management the reference number has been amended to Ref No: BC09/2023

## MANAGEMENT ECHELON

<b><u>POST 15/37</u></b>	:	<b><u>CHIEF DIRECTOR: SECTOR COMPLIANCE REF NO: RSCM 08/2023</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENT</u></b>	:	Pretoria An undergraduate qualification in Law or relevant qualification on NQF 7 within the related field as recognized by SAQA plus 5 years of experience at a senior managerial level within the relevant field. Extensive experience in sector compliance. Knowledge: Environmental Management, Environmental Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations, Understanding of government standard administrative procedures, Knowledge of business planning and budgeting methodologies, Understanding of HR practices and procedures, Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Intelligence Management Research and analytics skills. Leadership and Management, Coordination skills Organisational and planning, Communication skills (written and spoken) Relationship Management, Stakeholder engagement, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change management Knowledge Management, Service Delivery Innovation (SDI Problem Solving and Analysis People Management and Empowerment Client Orientation and Customer Focus Ability: Strategic, analytical and creative thinking. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills, Ability to develop and apply policies, Ability to work independently and in a team. Ability to provide overall strategic guidance Ability to lead multidisciplinary team. Good interpersonal relations skills Ability to work under extreme pressure Conflict management and resolution Ability to organise and plan under pressure Ability to collect and interpret information and reports Interpersonal relations Initiative Responsibility and Loyalty. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<b><u>DUTIES</u></b>	:	Provide administrative support to the entire Chief Directorate. Monitor and promote compliance with environmental legislation specifically for oceans and coast. Ensure and promote compliance with environmental legislation specifically for Environmental Impact and Pollution' Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations.
<b><u>ENQUIRIES</u></b>	:	Ms Vanessa Bendeman Tel No: 012 399 9337
<b><u>POST 15/38</u></b>	:	<b><u>DIRECTOR: REVENUE MANAGEMENT REF NO: FIM 02/2023</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town (Foretrust Building) Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or equivalent qualification as recognised by SAQA, within related field. Applicants must have 5years experience at middle management in a finance environment. Applicants must also have at least 3years experience in a Revenue or Debt collection environment. Applicants must have knowledge of the PFMA and regulations, and other relevant legislations i.e. the Division of Revenue Act (DORA). Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele) and Marine Living Resource Act and all applicable legislations. A valid driver's license.

**DUTIES** : Ensure effective collective of monies due to the MLRF. Develop and implement an effective debtor's management system. Ensure effective management of debtor's book. Establish and manage effective processes to collect outstanding debt. Optimize revenue opportunities. Conduct regular reviews of existing fees and tariffs relating to revenue accruing to the MLRF. Review current revenue streams and make suggestions in terms of improvement opportunities. Ensure reporting on revenue collection. Analyze, review and report on the MLRF revenue performance. Report on income collected and budgeted, budget and forecasting. Compile monthly revenue reports with the accepted budgetary framework. Ensure that the MLRF complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the Directorate and management of risk. Respond to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the Directorate

**ENQUIRIES** : Mr. W Rooifontein at 082 8222882

#### OTHER POSTS

**POST 15/39** : **DEPUTY DIRECTOR: MEDIA AND EDITORIAL SERVICES REF NO: CMS23/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive remuneration package)  
: Cape Town  
: National Diploma/Degree (NQF6) in Communication or relevant qualification. Coupled with a minimum of three (3) years relevant experience in Media Liaison of which three (3) years should be at junior managerial level (Assistant Director Level or equivalent). Knowledge in writing skills, impeccable command of English. Understanding of South African media, Ability to handle the media, event management, knowledge of communication. Knowledge of procurement procedures, government communications and coordination and monitoring and control. Knowledge of Public Service and Departmental Procedures and Media Liaison. Knowledge of relevant legislations, PFMA Competent in usage of MS Office, internet & e-mail. Drafting of proposals, submissions, reports, memos and letters, Leadership and management, Coordination skills, Communication skills (written and spoken), Report writing skills and decision-making skills. Innovative and proactive, working long hours voluntarily. Ability to gather and analyse information, develop, and apply policies. Be able to work independently and in a team. Good interpersonal relations skills, be able to work under extreme pressure and ability to organize and plan under pressure. Ability to collect and interpret information and reports.

**DUTIES** : Develop and implement a media relations programme in line with the Departmental communication strategy. Manage the development of proactive media plans, manage the drafting and approval processes of responses to media queries. Manage the process of sourcing relevant stories and pictures for external media. Host media briefings and engagements continuously. Develop and manage an audio-clip service for media events. Compile monthly, quarterly, and annual media briefing statistic reports. Render media monitoring services. Manage the media monitoring team. Host a daily media monitoring teleconference with the communication officials from Cape Town and Ministry. Assess media coverage on a daily basis and discuss coverage on teleconferences. Send daily communication to the Minister and DG on key media stories. Coordinate radio/TV interviews based on media statements issued. Coordinate media statements, speeches, issues posted, tweeted on Department's social media platforms. Develop and implement internal communications plans in line with the communications strategy. Provide support in planning and implementing staff information sessions. Compose and implement a schedule of possible information sessions for the year. Plan, organize and implement staff Izimbizo.

**ENQUIRIES** : Mr Z Nqayi Tel No: (021) 493 7144/ 082 898 6483

**POST 15/40** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTERNATIONAL GOVERNANCE MANAGEMENT REF NO: CCAQ10/2023**

**SALARY CENTRE** : R554 490 per annum  
: Pretoria

<b><u>REQUIREMENTS</u></b>	:	A four-year Degree (NQF 8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Experience in international relations will be an added advantage. Knowledge of environmental, international governance and development issues (globally, regionally, and locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Diplomacy. Ability plan for directorate activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the budget of the directorate. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Skills & Competencies: Policy formulation; Negotiation skills; Computer literate; Presentation skills; Project management; Good interpersonal relations and diplomatic skills; Relationship Management; Stakeholder engagement; Public Relations; Research; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI) and Problem Solving and Analysis. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills; Creativity; Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Character beyond reproach; Articulate; Sense of responsibility and loyalty. Initiative and creativity.
<b><u>DUTIES</u></b>	:	Research and prepare policy and discussion documents to inform SA's negotiating positions on international environmental governance and relations. Manage, coordinate and facilitate the North-South bilateral agreements and the associated stakeholder consultations to inform SA negotiating positions on North-South bi/trilateral cooperation agreements and partnerships. Ensure sound management, monitoring and reporting on the use of multilateral and bilateral donor resources in line with sectoral priorities including supporting National Treasury negotiations on development cooperation agreements. Facilitate mobilization of multilateral and bilateral donor resources.
<b><u>ENQUIRIES</u></b>	:	Ms. S Parker Tel No: (012) 399 9240
<b><u>POST 15/41</u></b>	:	<b><u>CONTROL BIODIVERSITY OFFICER GRADE A: LAND DEGRADATION AND DESERTIFICATION POLICY DEVELOPMENT REF NO: BC10/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R554 490 per annum Pretoria
<b><u>REQUIREMENTS</u></b>	:	A four-year Degree (NQF 8) or equivalent qualification in Environmental Management or Natural Sciences or equivalent qualification within the related field plus six years post qualification experience in the relevant field. Knowledge: Biodiversity Management and Conservation; Sustainable Land Management & Ecosystem; Understanding of biodiversity conservation related legalisation, Understanding of socio-economic issues, and macro and micro-economic principles, and its application. Knowledge in general government administrative procedures and processes (PSA & PSR). Knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Biodiversity and investigations. Public service prescripts and procedure. Relationship Management. Stakeholder engagement & Public Relations. Strategic Capability and Leadership. Programme and Project Management. Financial Management and Change Management. Personal Attribute: Innovative and proactive; Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret scientific information and reports. Good Initiator. Responsibility and reliable.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate the development of Sustainable Land Management and Ecosystem Conservation policies and programmes. Coordinate and facilitate the implementation of National Action Programme to Combat Desertification. Coordinate and facilitate the development of drought advocacy policy and implementation plan as well as the implementation thereof. Assist in identifying the most affected drought areas (communities and ecosystems) in South Africa and develop risk mitigation measures. Assist in identifying

projects to support the implementation of Drought Plan. Coordinate the Committee on Science and Technology on matters of desertification, land degradation and drought. Assist in providing specialist support for development and implementation of sustainable land management projects and programmes including resource mobilisation, advocacy and awareness. Serve as a focal point for national co-ordination of sub-regional, regional and international programmes relating to the United Nations Convention to Combat Desertification.

Ms. TS Rambau Tel No: (012) 399 9575

**ENQUIRIES**

**POST 15/42**

**CONTROL BIODIVERSITY OFFICER GRADE A: BIOSAFETY & AIS REF NO: BC11/2023**

**SALARY**

: R554 490 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A four year Degree (NQF 8) in Environmental Management or Natural Sciences or equivalent qualification plus six years post qualification experience within the related field. Knowledge of the NEMA; NEMBA; and the GMO Act. Knowledge of the regulations promulgated there under and departmental policies with special reference to Alien and Invasive Alien Species. Understanding of the environmental risk assessment of GMOs and AIS. Knowledge in general government administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Knowledge and in-depth understanding of the United Nation Convention on Biological Diversity and the Cartagena Protocol on Biosafety. Applicant must have good planning skills; Good communication skills; Negotiations skills; Policy development; Computer literacy; good Report writing skills; Organisational skills. Ability to gather and analyse information. Ability to develop and apply policies Ability to work under extreme pressure; Conflict management and resolution. Ability to work independently and in a team.

**DUTIES**

: Coordinate and manage the evaluation of Genetically Modified Organisms (GOM) and Invasive Alien Species application in compliance with relevant legislation. Co-compile recommendation reports for GMO permit application received. Provide technical support in compiling recommendation reports for GMO Act Executive Council meetings. Coordinate the implementation of relevant programmes, tools and Alien Invasive Species Regulation. Develop and coordinate the development of the National Invasive Species Strategy and Action Plan. Facilitate the submission of the National Invasive Species Strategy and Action Plan to intergovernmental structures for approval; Coordinate and manage the development of risk management tools for Genetically Modified Organisms. Facilitate and provide technical support to the Biosafety projects. Coordinate the implementation of decisions and resolutions of the biosafety programme of work of the Convention on biological diversity and its supplementary protocols

**ENQUIRIES**

: Mr B Kgope Tel No: (012) 399 9165

**POST 15/43**

**ASSISTANT DIRECTOR: SKILLS DEVELOPMENT – INTERNSHIP & ORIENTATION REF NO: CMS17/2023**

**SALARY**

: R424 104 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Degree or National Diploma on NQF 6 in Human Resource Development / Human Resource Management or relevant qualification within the related field. A minimum of three (3) years' experience in skills development. Sound knowledge of human resource practices and procedures. Programme and project management. Knowledge of Skills Development Act, Skills Levies Act, Employment Equity Act and SAQA Act. Understanding of administrative procedures and personnel management. Contract and financial management. Ability to collect and interpret information and reports. Sound Organizational and planning. Reliable and innovative. Skills required: Strong communication (written and verbal), coordination, interpersonal relation, decision making and report writing skills. Ability to work under pressure and long hours.

**DUTIES**

: Provide support in the management of youth empowerment through the Internship Programme. Conduct a review of the scarce and critical skills for the department. Consult with branches to identify critical and scarce skills

according to the needs of the Department. Conduct the organizational needs analysis for internship. Coordinate the recruitment, selection, appointment and contracting and exit process for internship. Manage the short-listing processes with various branches. Ensure that all mentors are trained prior the inception of the programme. Provide support with the management of the compulsory Induction Programme for New Entrants in the Public Service. Coordinate the Compulsory Induction Programme. Ensure that new entrants register with the National School of Government for CIP. Coordinate CIP information session. Track new developments on CIP and report progress and issue non-compliance letters. Provide support in the management and coordination of the department Orientation Programme for newly appointed employees. Monitor the maintenance of orientation database. Conduct a need analysis to identify areas of improvement regarding orientation. Provide support in the management and monitoring the implementation of the Adult Educational Training programme. Market and manage the recruitment of employees to the AET programme. Facilitate and administrate the enrolment of learners to appropriate AET programmes. Provide support on the development of a medium term AET strategy. Facilitate the developmental plans for AET learners. Manage the delivery of AET to learners enrolled to the program. Monitor, evaluate and report on the progress. Coordinate the skills planning process and the implementation of the workplace skills plan (WSP). Analyse and capture Personal Development Plans. Implement WSP and adhoc training interventions. Coordinate the training and development of interns and mentors.

**ENQUIRIES**

:

Mr J Moepya, Tel No. (012) 399 8682



## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



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

advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

#### OTHER POST

**POST 15/44** : **SYSTEM ADMINISTRATION AND SUPPORT ADMINISTRATOR REF NO: ADM/SASA-BSS/2023-04-1P**  
Business Support Services

**SALARY** : R241 485 per annum (Level 06), (basic salary)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience within a System Administration and Support environment or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience within a System Administration and Support environment. Computer literacy that include a good working knowledge of Microsoft Office products. ITIL courses will serve as an advantage. Knowledge of: Employee benefits, schemes and funds. Applicable legislation. IT environment (working knowledge). GEPF services and products. Applicable Testing Methodology and / or related testing courses. Skills and competencies: Business analytical skills. Organising and problem-solving skills. Above average communication skills (verbal and written) and the ability to communicate at all levels. Customer oriented. Ethical business conduct. Ability to work under pressure. Ability to take responsibility. The applicant is encouraged to attach supporting documentation such as ID, all qualifications and driver's license (where applicable) – no need to be certified - as this assists in the turnaround time of the recruitment process. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Assist in the operation of System Administration: Co-ordinate the generation of exception reports and correct data errors revealed from the extract of Actuarial Data. Maintain application forms and electronic submissions via ITSM solution in line with ITIL framework. Create, copy and update code files and system releases between Pre-production and Production. Create and maintain standard operating procedures for BSS / System management for the ITIL components. Communication of System availability via global email. Implementation of annual pensioner increases and increase letters. Monitor System mailboxes and provide support. Provide support to Auditors regarding application, law, policies and instructions. Administer ITSM solution (Kaseya), including testing of upgrades and enhancements. Call co-ordination of all BSS / System Management incidents / service requests / problems as allocated. Control of process and data distribution to Actuaries. Identify and access management (IAM). Support of System Administration processes: Ensure the integrity and quality enhancement of business transactions. Remove and facilitate the removal of system warnings. Fix system errors and payment instructions. Merge members to fix systems errors through Workflow. Merge members and system errors routed for correction. Give system access (Allocate new users, updating of existing users, resetting of passwords and archiving users) for all supported applications. Create and maintain system profiles. Release system programs between pre-production and the production environments and execute release management activities for deployments. Liaise with external parties for access to the GPAA and GEPF data base. Control and execute the complete System Development Life Cycle (SLDC) for new business system solutions, system errors and system corrections, enhancements and new system releases.

**ENQUIRIES** : Courtney Usher Tel No: (010) 449 5000 (from Gijima) or Ismael Radebe on 012 399 2299

**NOTE**

: The purpose of the role is: To provide support of System Administration and Support processes within GPAA. One permanent position as Administrator: System Administration and Support within BSS is currently available at GPAA Head Office

**GOVERNMENT PRINTING WORKS**

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
- CLOSING DATE** : 22 May 2023 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**MAGAMENT ECHELON**

- POST 15/45** : **DIRECTOR: ICT SECURITY, GOVERNANCE, RISK AND COMPLIANCE**  
**REF NO: GPW23/31**
- SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant Information/Communication and/or Business Management NQF 7 qualifications as recognized by SAQA. 5 years' proven experience at a Middle Management Level in an ICT environment. Added Advantage: CCNA, COMPTIA Server+, Certificate COBIT 5, ITIL, IT Service Management certification, Information Security certifications, KING 3 or 4, Project Management, CISSP, CISP, CISA, CRISC, CGEIT, TOGAF, Extensive

experience in ICT Infrastructure Management, Maintenance and Support. Knowledge of the basic configuration of the various systems like Transversal Systems (BAS, LOGIS, PERSAL). Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. More than 4 years relevant experience in ICT Infrastructure. Problem solving and analysis. Project management. People management. Monitoring and evaluation methods, tools, and techniques. Fair understanding of project management. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies. Core competencies: Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Client orientation and customer focus. ICT Services Management, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills.

**DUTIES**

: The managing of the design and implementation plans for infrastructure architecture: Managing the enforcement of infrastructure architecture execution as well as ongoing refinement tasks regarding infrastructure architecture. Managing the evaluation of technology, market trends and industry development on business within the GPW. Managing the identifying of the prospective impact on business within the GPW. Managing the identification of a need to change technical architecture to incorporate infrastructure needs. The managing of the safeguarding of information assets by identifying and solving potential and actual security problems: Managing the protection of the IT system by defining access privileges, controlling structures and resources. Managing the implementing of security improvements by assessing the current situation, evaluating trends and anticipating the necessary requirements. Managing the determining of security violations and inefficiencies by conducting periodic IT audits. Managing the upgrading of the system by implementing and maintaining security controls. Managing the building of firewalls into network infrastructures, data centres and constantly monitoring for attacks and intrusions. The managing of the process of designing and defining the IT strategy and ICT service(s) continuity: Managing the implementation of corporate governance of ICT. Managing the safeguarding of information assets and information systems by identifying and solving potential and actual security problems. Managing the process to build ICT governance controls. Managing ICT risk and compliance. Managing and aligning the ICT strategy to the business strategy. Managing the designing and planning the Directorate's objectives and operations to the business continuity plan.

**ENQUIRIES**

: Mr. K Thamaga Tel No: 012 764 4075

**POST 15/46**

: **DIRECTOR: APPLICATIONS MANAGEMENT REF NO: GPW23/32**

**SALARY**

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

**CENTRE REQUIREMENTS**

: A relevant Bachelor's Degree/National Diploma in Computer Science, or similar field equivalent to NQF 7 qualification as recognized by SAQA. 5 years' proven experience at a Middle Management Level in an ICT environment. Added Advantage: Certificate COBIT 5, ITIL, KING 3 or 4, Project Management, Business Analysis certificate. Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge

of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. More than 4 years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Problem solving and analysis. Project management. People management. Monitoring and evaluation methods, tools, and techniques. Fair understanding of project management. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies. Core competencies: Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Client orientation and customer focus. Systems Analysis, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Relational Database concepts and experience in SQL server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills like NET framework, C#. Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills. Problem solving and analysis. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert, Understand the PFMA and Treasury Regulations.

- DUTIES** : Managing the coordinating and database activities to support application development projects: Provide functional and technical support to ensure performance, operation and stability of database systems. Manage data exporting and importing across database systems. Provide database connectivity and access support throughout the GPW. Prepare documentation of all database procedures and guidelines. Provide high level support to customers on a daily basis. Managing the providing of support and identifying all issues and address and report of all issues and solutions: Administer and resolve applications issues, provide updates and perform root cause analysis. Perform root cause assessment and debug all issues on server domain, and availability of applications. Install and prepare tools required for proper functioning of the website front line applications on a regular basis. Assisting with systems integrations and identifying and resolving technical issues. Managing the creating of system guidelines and the designing of new computer systems and frameworks for the GPW: Defining system problems by conferring with users, stakeholders and evaluating procedures and processes. Collaborating with Business Analysts, Project Leads and IT teams to resolve issues and ensuring solutions are viable and consistent. Maintaining and upgrading existing systems as required. Troubleshooting technical issues and planning risk mitigations. Manage all production systems and recommend ways to optimise performance and provide solutions to problems and prepare reports for all problems: Identifying problems and opportunities within the GPW and ultimately provide solutions that help achieve the business' goals. Implementing and support of business information systems across multiple departments. Developing new models that underpin sound business decisions. Reviewing test cases, process change requests and project's scope, acceptance, installation and deployment.
- ENQUIRIES** : Mr. K Thamaga Tel No: 012 764 4075
- POST 15/47** : **DIRECTOR: ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW23/33**
- SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Pretoria  
: Bachelor's Degree (NQF7) in Information/Business Management/Business Administration/Information Technology/Computer Studies/Information Systems is required. Formal Project Management Certification will be an added advantage. 5 years' experience at middle management level in a strategic/business analysis or business process management and/or project management environment is required.
- DUTIES** : Ensure the project management of multiple projects at all stages of the project(s) lifecycle (from initiation to implementation). Ensure responsibility for implementing and leading Lean Portfolio Governance, including planning, reporting, value/benefits management, risk and dependency management

capabilities. Drive scope and requirement gathering, option analysis as design end-to-end business processes and business solutions. Proactive issue and risk management identification and solutions. Ensure the proactive tracking of the project schedule to agreed targets. Lead the project to ensure scope is managed, project objectives are met, and an appropriate level of detail is applied. Drive the successful execution of internal projects. Coordinate project management resources are effectively and efficiently managed. Coordinate crossline of business initiatives. Lead the execution of strategic transformational programmes/projects through active engagement with stakeholders across business units, and in partnership with delivery teams and supporting functions. Support strategic project demands through collaboration to map out scope, estimate work and coordination of requirements, including applying continuous improvements. Build organizational culture, behaviours awareness and maturity related to portfolio, programme and project management. Lead and manage multiple cross-functional teams through implementation, ensuring all team members understand their roles and responsibilities, and agreed outcomes are realised. Conducting of research on applicable software to tailor made to GPW's needs. Conducting of resource and capacity planning. Development of a strategic PMO plan and system. Ensure a centralised office to provide GPW-wide guidance, governance, standardised processes, and project portfolio management practices, tools, and techniques. The selection, planning, procuring and execution of a variety of different work packages or containers, including, but not limited to, traditional projects. Ensure an integrated and implemented EPMO System for GPW's needs to include project demand management; project planning and management; time management; resource management; resource capacity planning; project portfolio management; project collaboration; programme management; reporting services; security and user management; integration and usability. Form business relationships with customers, partners, and key stakeholders, and ensures alignment with GPW's business strategies. Responsible for the Enterprise Portfolio Management Office (EMPO) and relevant stakeholders. Identify opportunities for maximizing value delivered by measuring portfolio progress, evaluating needs, and mitigating risks. Support governance structures, timelines and steering committees, prioritizing and sequencing projects effectively and in alignment with the GPW's ICT strategic objectives. Ensure strategies and sponsorship of portfolios, programs, and projects are defined and achieved. Oversees the proper utilisation of resources across projects, monitoring and reporting on scope, budgets, targets, and schedule. Collaborate with ITC leaders, customers, partners, and key stakeholders to develop strategic portfolio management roadmaps. Defines and gains alignment on project success criteria and business benefits. Delivers performance management analysis to identify investment performance (e.g., cost, schedule) against planned accomplishments through coordinated project audits and reviews. Ensure good governance within the division in line with Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures. Ensure compliance with all audit requirements within the division. Represent the division and GPW at strategic, management and other forums. Draft and submit reports that are required or delegated by Ministry, Board, COE or other Branches. Facilitate the implementation of business/operational norms and standards where applicable. Adhere to and promote statutory prescripts and the Code of Conduct.

**ENQUIRIES** : Ms B Mbhele Tel No: 012 748 6193

**OTHER POSTS**

**POST 15/48** : **DEPUTY DIRECTOR: ICT CONTRACT AND SLA REF NO: GPW23/34**

**SALARY CENTRE** : R811 560 per annum (Level 11), (an all-inclusive remuneration package) Pretoria

**REQUIREMENTS** : A relevant Bachelor's Degree/National Diploma in Computer Science/ Communications as recognized by SAQA. Added Advantage: Service Level Management, Contract Management, ITIL, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, PMP, TOGAF. Minimum 3 - 5 years' relevant experience in the IT Field as well as Contracts/SLA management at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations, and prescripts. Understanding of Public Service Act,

**DUTIES**

Public Service Regulations, Labour Relations Act, Skills Development Act, Understand the PFMA and Treasury Regulations. Understanding of Good Corporate Governance principles (King Report).

: Ensure ICT services are delivered according to Service Level Agreements and service standards and the efficient managing of ICT contracts: Design, manage and monitor ICT service against the service level agreements or service standards. Manage and track progress of incidents logged in line with SLA's and quality standards. Manage and monitor ICT configuration items, services, software and hardware contracts and warrantee against lifespan continuum maximizing the value to the business. Accurate and timely reports provided on the above-mentioned activities as required. The providing of ICT service design, transitioning and change management, service validation and testing: Provide accurate ITC service design. The providing of effective and efficient transition and change management services. Ensure and monitor service validation and testing. Provide ICT service demand management: Ensure compliance with all Treasury, SCM and GPW service demand management prescripts and procedures. Regular analysis and auditing, as well as reporting as required. Keeping up to date regarding ICT services required and new services and service providers in the field to ensure effective and efficient services are provided to ICT. The monitoring and continual service improvement of ICT service operations and the service desk including end-user support: Ensure the re-engineering of the helpdesk, incident and problem management according to industry best practices. Ensure the identification and the effective implementation of improvements to the Helpdesk incident logging to enhance service excellence. Ensuring that the Helpdesk is fully using appropriate knowledge management tools and practices to provide efficient and effective service to customers. Manage the development of formal procedures for consistency and increased productivity of the Helpdesk and end user support. Regular analysis/audits conducted regarding ICT Helpdesk and technical support and take remedial steps. Liaise with all stakeholders on a regular basis to ensure an efficient ITC service desk. Enforce configuration standard controls: Monitor the adherence to configuration standard controls and take steps to enforce it where necessary. Ensure that all stakeholders are sensitized and well informed of the applicable configuration standards.

**ENQUIRIES**

: Mr. K Thamaga Tel No: 012 764 4075

**POST 15/49**

: **DEPUTY DIRECTOR: ICT STRATEGY AND RISK COMPLIANCE REF NO: GPW23/35**

**SALARY CENTRE REQUIREMENTS**

: R811 560 per annum (Level 11), (an all-inclusive remuneration package)  
: Pretoria  
: A relevant Bachelor's Degree/National Diploma in i.e., Technology, Information Systems, Information Technology field (security, computer science or cyber security) qualification as recognised by SAQA. Added Advantage: AWS, WAN, ITIL, MCSE, SAN, NAS, LAN, PMP, TOGAF, VCP, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3. Minimum 3 - 5 years' relevant experience in the IT Field at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate Understanding of Good Corporate Governance principles (King Report).

**DUTIES**

: Managing ICT risk and compliance: Managing and ensuring that adequate controls are in place to mitigate risk. Managing and ensuring that adequate controls are in place to ensure effective and efficient compliance are undertaken in the ICT environment within the GPW. Developing frameworks aligned to the appropriate industry standards, creating the correct forums. Establishing monitoring mechanisms to ensure compliance is effective. Monitor, identify and communicate external new and emerging IT risks/threats and test adequacy of existing controls in relation to this and recommending actions for improvement. Continuous monitoring of levels of IT risks across the GPW to mitigate or address identified risks, and issues as well as audit findings raised. Managing and aligning the ICT strategy to the business strategy: Reviewing processes and ensuring that adequate controls are in place to mitigate risk. Leading and driving Governance, Risk and Compliance initiatives. End to end management of the reporting process and consolidation for regular internal and periodic statutory reporting to communicate an accurate and



complete view of IT risk profile and in a manner that guides actionable management decisions. Design, plan and manage the Directorate and align to the business continuity plan: Fully alignment with the business continuity plan. Identifying all legislation applicable in the IT environment and asses the GPW's compliance and develop plans to ensure proper compliance to the business continuity plan. Define, develop, review and implement IT compliance framework, and align to international best practices and standards. Conduct annual compliance assessments. Ensure compliance to internal IT policies and procedures and report on exceptions on a regular basis. Define, develop, review and implement the disaster recovery policy, and contribute to the development of the business continuity policy and plan. Develop, implement and test the GPW's Disaster Recovery Plan (DRP). Report on the status of disaster recovery capabilities.

**ENQUIRIES** : Mr. K Thamaga Tel No: 012 764 4075

**POST 15/50** : **DEPUTY DIRECTOR INFRASTRUCTURE AND ENTERPRISE ARCHITECTURE REF NO: GPW23/36**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (an all-inclusive remuneration package)  
: Pretoria

: A relevant Bachelor's Degree/National Diploma in Computer Science, Engineering, Technology, Information Systems, Information Technology, Business, Science, or Infrastructure Architecture qualification as recognised by SAQA. Added Advantage: AWS, WAN, ITIL, MCSE, SAN, NAS, LAN, PMP, TOGAF, VCP, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, and PMP. Minimum 3 - 5 years' relevant experience in the specific IT Field at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report).

**DUTIES** : Enforce infrastructure architecture execution as well as ongoing refinement tasks within the GPW: Design, implement and integrate information systems to fit in with existing systems infrastructure within the GPW within the required timeframe and budget. Liaise and work with different managers/units within GPW as well as service providers to ensure effective and up to date solutions that would achieve business goals and fit within existing systems. Champion Infrastructure Architecture core principles, ensuring compliance across all GPW Infrastructure activities. Evaluate technology, market trends and industry plus identify prospective impact on GPW business: Research current infrastructure technology in the industry to stay on top of the latest trends and identify the impact on the GPW'S business. Prospective impact analysis identified and advised upon. Recommend improvements or alternative technologies to better meet the business needs of the GPW. Identify need to change technical architecture to incorporate infrastructure needs within the GPW: Analysing the existing systems to ensure that these systems provide the necessary security and meet the needs of the GPW. Recommend improvements or alternative technologies to better meet the business needs of the GPW. Design review and integrate new systems. Formulate detailed plans (including logistic plans for conducting physical integration of hardware) to add new systems to the existing core infrastructure. Provide technical direction and support throughout this process. Evaluate any new system that has been integrated into the GPW infrastructure. Keep track of the success of the project, identifying best practices for future implementation. Provide feedback to Senior Managers and Units within the GPW and incorporate all gathered information into future integration plans.

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

**POST 15/51** : **DEPUTY DIRECTOR: APPLICATION SUPPORT REF NO: GPW23/37**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (an all-inclusive remuneration package)  
: Pretoria

: A relevant Bachelor's Degree/National Diploma in Computer Science, or similar field equivalent to a NQF 7 qualification as recognized by SAQA. Added Advantage are: Certificate in COBIT 5; ITIL; KING 3 or 4; Project Management; Business Analysis Certificate; Certificate in SDLC and Business Process

Management. Minimum 3 - 5 years' relevant experience in the specific ICT Field at Assistant Director Level. Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. More than 4 years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Competencies Needed: Problem solving and analysis. Project management. People management. Monitoring and evaluation methods, tools, and techniques. Fair understanding of project management. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies. Core competencies: Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Client orientation and customer focus. Systems Analysis, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Relational Database concepts and experience in SQL server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills like NET framework, C#. Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills. Problem solving and analysis.

**DUTIES**

: Managing and resolving of applications issues, provide updates and perform root cause analysis. Ensure the operational processes in the GPW is running smoothly to ensure that users are enabled (within the GPW) to conduct their business effectively and efficiently. External customers enabled by the applications support within the GPW. Root cause analysis continuously undertaken to pro-actively resolve application issues adequately and timely. Technology solutions proactively addressed. Pro-actively resolve technical issues. Maintenance plans and upgrading schedules for the GPW's system(s) undertaken and implemented. The managing of the performing of root cause assessments and debugging of all issues on server domain, and availability of applications. Server domain adequately assessed, and applications maintained. Technical support to internal and external clients provided effectively and efficiently when required. System integration ensured. The managing of the installing and preparing of tools required for proper functioning of website front line applications on regular basis. Tools for proper functioning of the website developed and applied to ensure smooth running of the system. Improved technology applications developed and implemented. Updated and proper functioning of front-line application(s). The managing of systems integrations and identifying and resolving technical issues. Systems properly integrated. Pro-actively resolve technical issues. Plan, schedule, monitor and report pro-actively on required activities to ensure application(s) system(s) availability, accessibility and sustainability. Timeous collection, summarisation and reporting on operational application(s) system(s) support statuses. Reviewed and enhanced ICT standards and procedures as well as best practices in alignment of integrated systems. Enhanced value-added service delivery.

**ENQUIRIES**

: Mr K Thamaga Tel No: 012 764 4075

**POST 15/52**

: **DEPUTY DIRECTOR: DATABASE ADMINISTRATION REF NO: GPW23/38**

**SALARY CENTRE**

: R811 560 per annum (Level 11), (an all-inclusive remuneration package)  
: Pretoria

**REQUIREMENTS**

: A relevant Bachelor's Degree/National Diploma in Computer Science, or similar field equivalent to a NQF 7 qualification as recognized by SAQA. Added Advantage are: Certificate COBIT 5; ITIL; KING 3 or 4; Project Management; Business Analysis; Certificate in SDLC, Business Process Management. Minimum 3 - 5 years' relevant experience in the specific ICT Field at Assistant Director Level. Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the

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

**DUTIES**

: Provide functional and technical support to ensure performance, operation and stability of database systems. Ensure effective and efficient database and the availability of data. The protecting of data from loss and corruption. Accurate, protected and available data. Optimal performance and operations achieved through effective functional and technical support. Data availability, accessibility and integrity adhered to at all times. Manage data exporting and importing across database systems. The ensuring of data extraction, transformation and loading (ETL) of data to ensure the importing of large volumes of data that has been extracted from multiple systems into a data warehouse. Ensuring that external data is cleaned up and transformed to fit the desired format to ensure that it can be imported into a central repository. Data integrity adhered to at all times. Well-managed data exported and imported across the data system(s) within the GPW. Provide database connectivity and access support throughout the GPW. Data base connectivity is adhered to at all times. Access is achieved and effective support is provided on an ongoing basis in terms of the database. Ensuring the setting up of GPW's employee's access and determining the level and types of access allowed. The continuous maintenance of the database is undertaken timeously. Prepare documentation of all database procedures and guidelines. Well-documented information is available on all database procedures and guidelines. Backup and recovery plans and procedures are created based upon industry best practices. Pro-active and preventative measures are put in place to preserve data at all times. Constant scheduling of database backups to preserve valuable data. The proactive restoration of possible data loss and ensure an effective recovery plan. Provide high-level support to customers on a daily basis. To ensure that calls for troubleshooting are dealt with timeously and to customer's needs. The constant monitoring and evaluating of the database's effective operations and possible physical configuration is needed. Customer satisfaction in terms of effective and efficient support provided. Quick and effective response times are adhered to at all times.

**ENQUIRIES**

: Mr. K Thamaga Tel No: 012 764 4075

**POST 15/53**

: **ICT SECURITY SPECIALIST REF NO: GPW23/39**

**SALARY CENTRE REQUIREMENTS**

: R811 560 per annum (Level 11), (an all-inclusive remuneration package)  
 : Pretoria  
 : A relevant Bachelor's Degree/National Diploma in Technology, Information Systems, Information Technology field (security, computer science or cyber security) qualification as recognised by SAQA. Added Advantage: CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, ITIL, PMP, TOGAF. Minimum 3 - 5 years' relevant experience in the specific IT Field at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report).

**DUTIES**

: Protecting the system by defining access privileges, control structures and resources: Responsible for the integrity and protection of GPW's information systems from unauthorised access and violations. Analyse potential security risks, evaluate trends, anticipates requirements, and develops incident response plans. Analyse potential security risks, evaluates trends, anticipates requirements, and develops incident response plans that protects the systems by defining access privileges, control structures and resources for staff and guests. Implementing security improvements by assessing current situation, evaluating trends and anticipating future requirements: Responsible for the integrity and protection of GPW's information systems from unauthorised access and violations. Analyse potential security risks, evaluate trends, anticipates requirements, and develops incident response plans. Analyse potential security risks, evaluates trends, anticipates requirements, and develops incident response plans that protects the systems by defining access privileges, control structures and resources for staff and guests. Situational analysis undertaken to determine and evaluate trends and future requirements. Analyse potential security risks, evaluate trends, anticipates requirements, and develops incident response plans. Prevention/Detection Systems. Analyse, recommends, installs, and maintains software security applications and monitors contractual obligations (if applicable) performance delivery and service level agreements. Implement and monitor Intrusion Prevention/Detection Systems. Establishes, manages, and administer the GPW's ICT security policies and procedures to ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Determining security violations and inefficiencies by conducting periodic IT audits: Responsible for the integrity and protection of GPW's information systems from unauthorised access and violations. Conducts periodic IT audits or penetration tests. Ensure that the GPW network environment have the latest IT security infrastructures. Monitors and audit system for abnormal activity, reports violations and executes corrective actions. Upgrade the system by implementing and maintaining security controls: Partake in the development and reviewing of ICT policies and procedures. Ensure that all GPW infrastructure has the correct level of protection to ensure secure operations. Participates in business continuity and disaster recovery planning, providing security, availability, integrity, and confidentiality. Establishes, manages, and administer the GPW's ICT security policies and procedures to ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Ensure minimal number of security related service downtime. Building firewalls into network infrastructures, data centres and constantly monitor for attacks and intrusions: Partake in the deployment of Facing Firewalls. Firmware upgrade and patch management of all Firewall devices. Public DNS Management and External Mail Flow. Ensure that all GPW infrastructure has the correct level of protection to ensure secure operations. Partake in setting up virtual local area network (VLAN). Analyse potential security risks, evaluate trends, anticipates requirements and develops incident response plans. Prevention/Detection Systems.

**ENQUIRIES**

: Mr. K Thamaga Tel No: 012 764 4075

**POST 15/54**

: **ASSISTANT DIRECTOR: DATA MANAGEMENT AND VIRTUAL INFRASTRUCTURE REF NO: GPW23/40**

**SALARY CENTRE**

: R424 104 per annum (Level 09)  
: Pretoria

**REQUIREMENTS**

: A relevant Bachelor's Degree/National Diploma in Computer Science, Information Technology, Business, Computer Science, Electrical Engineering or project management qualification as recognised by SAQA. Added Advantage: II, IAT, ITIL, SA, SE, RHE, MUST, RHCA, ASE, ATP, VCTA, VCAP, VMware ESX Enterprise administration, VCP-DCV certification, SAN, NAS, LAN, PMP, TOGAF, VCP. Minimum 3 - 5 years' relevant experience in the ICT environment. Understanding of all relevant human resources legislative framework, regulations and prescripts Expert. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Expert.

**DUTIE**

: Administer the installation and maintenance of the GPW data centre: Maintain, install, and update data centre systems, for both physical and software. Assist with the establishing of the rules related to data accessibility and distribution. Install/provide safety measures and protection of customers' data. Administer the storage and distribution, backing up of data. Recordkeeping of the installations, upgrades, and maintenance of systems or software. Customizing database to fit with the requirements of the GPW. Ensure data centre and asset polices are adhered to at all times. Responsible for local inventory, maintenance, and license management. Assist with the development of policies and procedures in the unit. Administer GPW cloud computing platforms, lifecycle, and services. Perform troubleshoot on data centre and identify issues: Performs complex software/hardware troubleshooting, patches, and re-installations in cooperation with the admin teams/service providers and in accordance with the change control process. Ensuring the efficient handling of customers' inquiries and issues. Conduct daily hardware check of the GPW systems and initiates replacements as necessary: Repairing of equipment. Ensuring precautions measures are set in place whenever power outages or malicious attacks occurred. Planning for any probable disruptions, problems, and emergencies. Configuring, managing, and analysing automated system utilized in the GPW. Research and the administering of projects: Research new technologies and present recommendations and justifications on hardware and software purchases. Upgrade the hardware or software used by the GPW. Utilising new tools that could be used to improve efficiency or curtailing costs. Keep Staff/Managers and units informed on new developments and provide technical support. Responsible for creation and maintenance of published documentation such as operations manuals, rack diagrams and photos, floorplans, and contact information. Building new physical and virtual servers, install operating systems and application software: Provide physical and virtual servers according to the needs of GPW. Provide security infrastructure solutions for cloud-based environment used by GPW. Installing of operating systems and application software. Top-down configuration of hypervisors including networking, storage, and user access: Configure speed, efficiency, and flexibility of hypervisors optimally for GPW. Take steps to ensure the safety and security of information for GPW. Accessible information to users. Develops and implements the configuration of Storage and Backup Platforms: Take steps to ensure effective and secure virtual storage and Backup platforms. Backup platforms established, implemented, and secured. Interacting with internal and external resources to configure and deploy new software and hardware: Conduct needs analysis. Form part of the project team to ensure the most applicable and recent software and hardware are deployed.

**ENQUIRIES**

: Mr. K Thamaga Tel No: 012 764 4075

**POST 15/55**

: **WAREHOUSE CONTROLLER REF NO: GPW 23/41**

**SALARY  
CENTRE  
REQUIREMENTS**

: R359 517 per annum (Level 08)  
: Regional Warehouse: East London  
: Relevant NQF 6 Qualification in Logistics management or equivalent 3-5 years relevant experience in Warehouse. Distribution and stock Control will be an added advantage. 2-3 years' proven supervisory experience. Computer Literacy (MS Office, with focus on Excel and PowerPoint).

**DUTIES**

: To ensure that stock is effectively managed and available for distribution to Customers To ensure that customer purchase orders and quotations are captured timeously The operational overseeing and coordination of warehouse tasks Monitor and supervised warehouse personnel and ensure compliance to GPW Policies Develop and manage Inventory Control mechanism in the warehouse Ensure that interplant transactions are monitored regular Develop and maintain proper Document Control and all transactions are monitored and reconciled. Conduct a distribution plan and route plan that is cost effective and efficient Ensures that GG Fleet are monitored and trips are authorised. Manage key accounts and ensure that customer's queries are resolved timeously. Manage 3PL Performance as per treasury RT8 and RT5 transversal. Contract. Ensure that health and safety regulations are adhered to within the warehouse environment Ensure that inbound and outbound flow of stock is supervised and tracked Ensure that Bin location are supervised and maintained regularly Ensure that all Audit recommendations by Internal audit and AGSA are

		implemented Manage employee performance and ensure all labour related matters are identified and resolved.
<b><u>ENQUIRIES</u></b>	:	Mr V Manganye Tel No: 012 748 6131
<b><u>POST 15/56</u></b>	:	<b><u>WAREHOUSE CONTROLLER REF NO: GPW 23/42</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Regional Warehouse: North West
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF 6 Qualification in Logistics management or equivalent 3-5 years relevant experience in Warehouse. Distribution and stock Control will be an added advantage. 2-3 years' proven supervisory experience. Computer Literacy (MS Office, with focus on Excel and PowerPoint)
<b><u>DUTIES</u></b>	:	To ensure that stock is effectively managed and available for distribution to Customers. To ensure that customer purchase orders and quotations are captured timeously The operational overseeing and coordination of warehouse tasks Monitor and supervised warehouse personnel and ensure compliance to GPW Policies Develop and manage Inventory Control mechanism in the warehouse Ensure that interplant transactions are monitored regular Develop and maintain proper Document Control and all transactions are monitored and reconciled. Conduct a distribution plan and route plan that is cost effective and efficient Ensures that GG Fleet are monitored and trips are authorised. Manage key accounts and ensure that customer's queries are resolved timeously. Manage 3PL Performance as per treasury RT8 and RT5 transversal Contract. Ensure that health and safety regulations are adhered to within the warehouse environment Ensure that inbound and outbound flow of stock is supervised and tracked Ensure that Bin location are supervised and maintained regularly. Ensure that all Audit recommendations raised by internal audit and AGSA are implemented. Manage employee performance and ensure all labour related matters are identified and resolved.
<b><u>ENQUIRIES</u></b>	:	Mr V Manganye Tel No: 012 748 6131
<b><u>POST 15/57</u></b>	:	<b><u>PROJECT ADMINISTRATOR: ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW23/43</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma/Bachelor's Degree (NQF 6/7) as recognised by SAQA preferably in Information/Business Management/Business Administration/Information Technology systems is required. Formal Project Management Certification will be an added advantage. 1-2 years' experience in a strategic/business analysis or business process management and/or project management environment is required.
<b><u>DUTIES</u></b>	:	Ensure administrative support for the project management of multiple projects at all stages of the project(s) lifecycle (from initiation to implementation). Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. Define tasks and required resources. Assist in the identification of risks and solutions. Proactive tracking of the project schedule to agreed targets. Ensure that project management resources and activities are effectively and efficiently utilised. Develop detailed project plans to monitor and track progress. Keep track of budgets and project expenditures. Assist with the setting up of project meetings and suitable venues. Ensure projects are delivered on time, within scope and budget. Create and maintain comprehensive project documentation. Coordinate quality controls to ensure deliverables meet requirements. Provide administrative support in project demands through collaboration to assist in the mapping out of the scope, estimated work and requirements. Ensure effective and efficient awareness regarding portfolio, programme, and project management within the Unit. Undertake research on applicable software to tailor made to GPW's needs. Conducting of resource and capacity planning. Assist in the development of a EPMO plan and system. Undertake planning and procuring of a variety of different work packages, but not limited to, traditional projects. Act as point of contact for all participants. Assist in the planning, development, implementation, of ICT enterprise projects, initiatives, and programs/projects. Assist in the identifying of opportunities for maximizing value delivered by measuring portfolio progress, evaluating needs, and mitigating risks. Provide administrative support for governance structures, timelines and steering committees, prioritizing, and sequencing projects effectively and in alignment

with the GPW's ICT strategic objectives. Assist in the proper utilisation of resources across projects, monitoring and reporting on scope, budgets, targets, and schedule. Break projects into doable tasks and set timeframes and goals. Schedule regular meetings and record decisions (e.g., assigned tasks and next steps). Measure and report project performance. Create and update workflows. Conduct risk analysis. Prepare and provide documentation to internal teams and key stakeholders. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures. Ensure compliance with all audit requirements within the division. Monitor project progress and address potential issues. Track expenses and predict future costs. Adhere to and promote statutory prescripts and the Code of Conduct. Develop and control project register. Organise Project meetings and minutes. Ensure proper documents for projects. Maintain project filing system.

**ENQUIRIES**

:

Ms B Mbhele Tel No: 012 748 6193

**POST 15/58**

:

**ICT TECHNICIAN: ICT TECHNICAL SUPPORT REF NO: GPW23/44**

**SALARY**

:

R294 321 per annum (Level 07)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

A relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification. The following will serve as an added advantage: CompTIA A+/N+, ITIL Foundations, COBIT 5, CompTIA Security+; Service Desk Institute: Service Desk Analyst International Certification. 2 - 3 years' experience in providing desktop and end user support. Working knowledge of computer Hardware and software troubleshooting. Basic knowledge of call desk logging systems. Basic knowledge of 802.1 x. [device authentication] Basic knowledge of Antivirus applications. Working knowledge of Thin-Client Computing. The candidate must possess good communication skills (verbal & written).

**DUTIES**

:

Action helpdesk requests to assist users with hardware and software issues effectively and timely. Escalate incidents that require higher level support immediately. Liaise with Helpdesk on completion of assigned tasks. Identify appropriate cost-effective IT solutions to meet GPW's demands. Implement timeous software updates. Provide first line support to Virtual desktop VMWare View environment. Troubleshoot software and hardware problems and conduct failure analysis to take remedial steps and for record purposes. Change and replace faulty hardware on computers and printers. Ensure training support for users including the education and assistance with basic computer housekeeping. Provide remote support to end-users in remote offices. Set up workstations and peripherals timeously for new staff. Proper installation of appropriate desktop computers and laptops including hardware and software required for users. Install the required security measures on all computers provided and set up for users. Assist in moving end-user computer equipment when required. Decommission old computers and ensure GPW data is removed. Collect feedback from line managers and liaise with all stakeholders to ensure customer satisfaction and best practices. Engage in research and development activities to ensure the use of the best, up to date and cost-effective equipment and methods to improve services to the users and GPW. Update policies and procedures accordingly. Test and record new equipment and ensure safekeeping thereof in the ICT stores. Check and record equipment according to the individual equipment log for departing employees. Conduct audits on all equipment annually, maintain asset registers and submit reports to finance timeously. Maintain current individual equipment logs. Report monthly on IT activities, unresolved issues, threats and planned activities.

**ENQUIRIES**

:

Mr K Thamaga Tel No: (012) 764 4075

**POST 15/59**

:

**HELPDESK OPERATOR REF NO: GPW23/45**

**SALARY**

:

R202 233 per annum (Level 05)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

A relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification as recognised by SAQA. Added Advantage: CompTIA A+/N+, ITIL Foundations, COBIT 5, CompTIA Security+. 2 - 3 years' experience in a related functional area. The candidate must possess good communication skills (verbal & written) as well as good customer service skills. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of

**DUTIES**

Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations. Understanding of Good Corporate Governance principles.

: The rendering of efficient and effective first line support: Register calls on the help desk system, route and manage incoming calls manually or via email and an automated call distribution system. Escalate problems in the help desk system to other support areas and track activities related to the resolution of the problem. Escalate high impact problems to management immediately. Provide first level telephone support to the end-user community on hardware, software, and network-related problems. Resolve a variety of basic problems related to desktop hardware and software during initial contact from the customer. Classify the level, priority, and nature of the problem. Interpret and communicate technical information to non-technical users and colleagues. Maintain service standards according to established policies, procedures, and best practices to ensure high levels of customer satisfaction. Actively work with business stakeholders and other teams to prioritise issues and tasks to ensure effective use of resources and achievement of established deadlines. Monitor and provide feedback on timeliness and effectiveness of problem and service request resolutions. Basic advice regarding the set-up, configuration, and usage of computer. Support disaster recovery activities. Contribute to service improvement to ensure customer satisfaction and streamlining of services: Identifying areas of potential knowledge growth that would increase 1st level resolution. Identify training and development needs to ensure performance efficiency at the ICT Helpdesk. Stay up to date with customer relationship management (CRM) practices to ensure ongoing effective client service. Stay informed up to date of changes that may have an influence on the end user services/systems. Compliance and administrative support: Follow all compliance and audit guidelines as well as standard operating procedures and policies at all times. Assist with documentation as required. Recordkeeping and reporting: All calls to be logged on the call logging system. Update call logging system regularly to ensure accurate recordkeeping. Provide daily, weekly, and monthly stats with reference to calls logged, completed and still open. Provide information for reporting timeously.

**ENQUIRIES**

: Mr. K Thamaga Tel No: 012 764 4075

**POST 15/60**

**ADMINISTRATION CLERK REF NO: GPW23/46**

**SALARY  
CENTRE  
REQUIREMENTS**

: R202 233 per annum (Level 05)  
: Pretoria  
: NQF level 4 (Grade 12) or Equivalent. Logistics or SCM Qualification will be an added advantage. Appropriate experience at least for 1-2 Warehouse Experience. The candidate must have Knowledge & understanding of inventory Control, Knowledge on how to plan the execution of Cycle Count Monthly tasks and annual Stock Count. Knowledge and understanding of transfer order and Journals.

**DUTIES:**

: Scanning of Proof of delivery on GPW S Drive Portal. Ensuring that customer purchase timeously. Scanning and uploading of Document on ERP. Capturing of Customer Purchase orders. Capturing of customer quotations. Maintain accurate Record keeping Ensuring that customer quotations are captured timeously Filling and recording of documents. Customer Service Inventory management Cycle count monthly and annual stock count ensuring that customer queries are resolved timeously.

**ENQUIRIES**

: Mr. V Manganye Tel No: 012 748 6131

**POST 15/61**

**STORES ASSISTANT REF NO: GPW23/47**

**SALARY  
CENTRE  
REQUIREMENTS**

: R171 537 per annum (Level 04)  
: Pretoria  
: NQF level 2 (Grade 10) Equivalent. Valid Forklift Driver's License Appropriate experience at least for 1-2 Warehouse Experience 1-2 Forklift Driving Experience Knowledge & understanding of inventory Control. Knowledge on how to plan the execution of Cycle Count, Monthly tasks and annual Stock Count. Knowledge and understanding of transfer order and Journals.

**DUTIES**

: Ensure that trucks are offloaded and loaded timeously. Counting of Loaded stock counting of received stock. Ensure that you conduct daily Forklift Checklist. Operate forklift within health and safety requirements. Safekeeping of all cleaning materials and equipment. Ensures that received stock is binned



**ENQUIRIES**

correctly. Bin stacking maintained according to safety standards. Ensure that customer stock are packed into boxes and labelled properly. Assist with monthly and annual stock count.  
Mr. V Manganye Tel No: 012 748 6131

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 22 May 2023

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

## OTHER POSTS

**POST 15/62** : **SENIOR STATE LAW ADVISER: LP9: REF NO: 23/58/LD**

**SALARY** : R1 081 953 – R1 679 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : South African Law Reform Commission: Centurion  
: An appropriate LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Mentoring and coaching skills; Interpersonal relations; Ability to work under pressure, independently and in a team.

**DUTIES** : Key Performance Areas: Plan and do research, including comparative legal research in respect of the law of South Africa; Develop, improve and modernize the law; Develop recommendations and draft legislation for law reform; Prepare proposal papers, issue discussion papers and reports for law reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Provide effective people management; Perform other duties allocated by supervisor.

**ENQUIRIES APPLICATIONS** : Mr Z Cornelius Tel No: (012) 357 8185  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

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

<b><u>POST 15/63</u></b>	:	<b><u>SENIOR STATE LAW ADVISOR: LP9 REF NO: 23/57/LD (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 081 953 – R1 679 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and legislative drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Mentoring and coaching skills; Planning and organizing skills; Interpersonal relations; Ability to work under pressure and independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Investigate, evaluate and draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and subordinate legislation which has a bearing on the line functions of the Department; Assist and advice Parliament Committees in the promotion of legislation; Conduct legal research, draft memoranda, reports and government notices; Evaluate and give inputs on draft legislation prepared by other Departments; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr Z Cornelius Tel No: (012) 357 8185
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 15/64</u></b>	:	<b><u>COURT MANAGER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Lichtenburg Magistrate Court: Ref No: 22/VA39/NW Magistrate Office: Bethlehem: Ref No: 23/ 27/FS: (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, Human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Mahikeng: Ms. L Shoai Tel No: (018) 397 7088 Free State: Ms. N Dywili Tel No: (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	<b>Mahikeng:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng. <b>Free State:</b> Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 15/65** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 23/52/DG**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An undergraduate qualification (NQF level 6) as recognized by SAQA in Statistics, Mathematics or equivalent; A minimum of 3 years experience in Statistical Analysis; Knowledge of understanding of computer applications especially spreadsheets, database and operating systems and data collection systems, information analysis and reporting; Ability to operate/ interface with information management technical systems; Knowledge of statistical data management. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc.); Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Ability to initiate and plan projects.
- DUTIES** : Key Performance Areas: Develop and maintain collection tools/ methods; Extract and organize raw data; Analyze and interpret raw data; Provide statistical publications, reports, newsletters and presentations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. O. Melato Tel No: (012) 315 1351
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 15/66** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: 23/51/DG (X2 POSTS)**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An undergraduate qualification (NQF level 6) as recognized by SAQA in Computer Studies or equivalent; A minimum of 3 years experience in Information Management; Knowledge and understanding of computer applications especially spreadsheets, database and operating systems and data collection systems, information analysis and reporting; Ability to operate/ interface with information management technical systems; Knowledge of statistical data management. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc.); Applied strategic thinking; Applying technology; Budgeting and financial management; Research and analytical skills; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problems solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Facilitate the development of information management policies and standards; Gather information for the needs of the department; Process data collected; Provide information management support; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. O. Melato Tel No: (012) 315 1351
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 15/67** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 23/26/FS**
- SALARY** : R424 104 – R496 467 per annum. The successful candidates will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Provincial Office, Free State  
 : 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; Compiling various reports in regards recruitment and establishment of the Free State Province. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Ntola Tel No: (051) 407 1800  
 : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 15/68** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 23/VA40/NW**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Rustenburg Magistrate Court - NW  
 : A National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of three years' experience in financial accounting / management at supervisory level; Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Assess financial operations and transactions performed in the district to be in line with prescripts; Identify training needs to ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile third party funds; Monitor audit recommendation, action plan and render support to other districts; Monitor and report on effective Supply Chain Management and Assets Management within the district; Provide inputs on any improvements in financial systems, processes and procedures; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088  
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 15/69** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 31/23/NC/RO**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office Kimberley  
 : Grade 12/NQF equivalent Certificate with 3 years' experience in Human Resources in the Public Sector. Extensive knowledge of PERSAL system and

- successful completion of PERSAL introduction and PERSAL Administration Courses. A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excel), Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters; Maintain post establishment; Deal with Performance Management and Service Benefits enquiries and implement transactions. Provide general administrative support and efficient resource management and administration; Supervise the implementation of Human Resource functions; Check and approve transactions on PERSAL; Provide monthly statistics of HR functional matters and analyze reports; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms DR Kistoo Tel No: (053) 802 1300  
: 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, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 15/70** : **MAINTENANCE OFFICER: MR3 – MR5 REF NO: 22/VA38/NW**
- SALARY** : R293 847 – R1 005 801 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Stilfontein Magistrate Court  
: 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 APPLICATIONS** : Ms. L. Shoai Tel No: (018) 397 7088  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae Tel No: 012 406 7737 / Mr P Ndlovu Tel No: 012 406 7506/ Ms M Palare Tel No: 012 406 7426
- CLOSING DATE** : 19 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](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) 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.

## OTHER POSTS

- POST 15/71** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2365**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
- CENTRE** : North-West Region, Klerksdorp
- REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering valid driver's licence with minimum of 3 years in the mining industry: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers,

Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management skills, Planning, Leading, Organisational and Controlling Skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. 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 licence and report thereon of equipment on mines ie. winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult 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, Provide managerial activities

**ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4300

**NOTE** : Indian, Coloured male candidates and persons with disability are encouraged to apply.

**POST 15/72** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2366**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)

**CENTRE** : North-West Region, Klerksdorp

**REQUIREMENTS** : A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) PLUS Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.

**DUTIES** : Coordinate conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4300

**NOTE** : Indian, Coloured or White female candidates are encouraged to apply.

**POST 15/73** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2367**

**SALARY** : R531 381 - R596 127 per annum (Level: MR6)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : LLB degree or equivalent four-year legal qualification (NQF level 7 ) with 8 years post qualification Legal experience ( Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge of: knowledge of general legal principles and legislation, Mine



		Health and Safety Act 29 Of 1996, Legislation applicable in the mining industry and Energy Sector, Labour laws, Departmental policies and directives Skills: Research skills. Ability to interpret and apply legislation, Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovative thinking. Thinking Demands: information evaluation. Decision making. Problem solving.
<b><u>DUTIES</u></b>	:	Provide legal advice and opinion to Department and Minister. Draft and vet legislation, subordinate legislation, legal documents, memoranda reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation for and against the Department / Minister in terms of court rules and applicable legislation. Act as Legal representative for the department at various forums. Monitor compliance with PAIA and PAJA.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr W Mogopudi Tel No: (012) 444 3016
	:	Coloured candidates or person with disability are encouraged to apply. Recommendation: Written assessment will be conducted, and all applications must include a certified copy of course credits.
<b><u>POST 15/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: DMRE/2368</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09)
	:	Head Office, Pretoria
	:	National Diploma in Property Management/ Property Law/ Public Administration/ Public Management and Safety Management (NQF Level 6), Valid driver's license, with a minimum of 3 years' experience in facilities management and supervising a team Knowledge of: Extensive knowledge and application of GIAMA. Extensive knowledge of immovable assets lease agreements. Knowledge and application of OHSA. Knowledge and application of facilities management practices. Knowledge of PFMA and National Treasury prescripts. Skills: Communication Skills. Management and Organisational skills. Computer skills. Creativity and innovation skills, Interpersonal skills, Analytical skills, Numerical skills, Organising and Co-ordination, Problem solving and analysis. Negotiation and Consultation skills, Facilitation and implementation skills, Strategic Capability and Leadership, Change Management Policy Development and implementation, Budget and Financial Management, Presentation skills and Time Management skills. Thinking Demand: Logical, creative/ innovative thinker, Objective, Accurate, Diplomatic, Assertive.
<b><u>DUTIES</u></b>	:	Develop, implement and review Facilities Management policies, procedures, strategies and guidelines. Procurement and Management of office space accommodation. Facilitate building maintenance services. Coordinate allocation of office space and resources. Coordinate Support Services.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. A Thibela Tel No: (012) 406 7322
	:	Coloured/Indian/ White candidates male are encouraged to apply.
<b><u>POST 15/75</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: DMRE/2369</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09)
	:	Head Office, Pretoria
	:	Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management plus certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 3 years' experience in a Work Study/ Organisational Development Environment as a Practitioner Knowledge of sound knowledge and understanding of policies, prescripts, regulations, white paper, public administration etc; work study techniques. Job description and specifications. Job evaluation. Staff supervision. Knowledge and understanding of projects and change management Skills: Communication Skills. Computer Skills. Report writing, Listening and interpretation. Analytical skills. Basic research skills. Organising, co-ordinating and planning skills. Problem solving skills. Project management & facilitation skills. Training and motivational skills. Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising, coordinating and planning skills, problem solving and facilitation. Training and motivational skills.

- DUTIES** : Lead/ undertake organisational and post establishment investigations and advice management in this regard. Lead/Conduct job analysis and job evaluation (JE). Lead/ facilitated the implementation of operations management framework. Ensure/ Administer post establishment. Facilitate / coordinate change management interventions. Ensure/ Design forms for the DMRE. Provide managerial activities.
- ENQUIRIES** : Mr. C Ramoshaba Tel No: (012) 406 7603  
**NOTE** : African male candidates are encouraged to apply.
- POST 15/76** : **SECRETARIAT RMDEC REF NO: DMRE/2370**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Free State Region, Welkom  
**REQUIREMENTS** : B-Tech / Bachelor Degree/ Advanced Diploma in Administration/ Law/ B-Com Law/ Public Administration/ Public Management ( NQF 7) with a minimum of 3 years' experience in Administration/ Secretariat related field Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory boards, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, reporting skills, financial management skills, reporting writing skills, interpersonal skills, leadership skills, Presentation skills, facilitation skills, problem solving skills, liaison skills, Thinking Demands: decision making, information evaluation, creativity, analytical thinker, logical thinker, organisational planning Implementation and administration.
- DUTIES** : Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate of RMDEC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Facilitate and conduct inspections to determine the validity of objections regrading objections lodged, Render secretariat functions to the committee. Provide managerial activities.
- ENQUIRIES** : Ms K Kewuti Tel No: (057) 391- 1302  
**NOTE** : Indian/ white male candidates or person with disability are encouraged to apply.
- POST 15/77** : **ADMINISTRATIVE OFFICER REF NO: DMRE/2371**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Gauteng Region  
**REQUIREMENTS** : National Diploma / Degree in Administration or Financial fields (NQF 6) with 3 years financial or administrative experience. Experience in South African mining industry from a government perspective will be added advantage. Knowledge of: Knowledge of BAS, revenue management, financial provision and normal office management principles. Knowledge of the MPRDA, PFMA and other relevant legislation and policies are extremely important. Skills: High level of experience numeracy skills. good communicator. Financial management skills and legal skills. Ability to interpret procedure. Thinking Demand: Information evaluation, information gathering and ordering, decision making and detailed knowledge of practical financial management.
- DUTIES** : Assist the Regional Manager to manage and control budget expenditure in the region. Oversee all financial administration and related issues with expenditure management. Keeping of financial provisions manage receiving, recording and safe (Bank Guarantees, Cash Deposit, and trust funds. Oversee weekly receipt reconciliation on BAS. Manage and develop staff.
- ENQUIRIES** : Mr S Vesi Tel No: (011) 358 9778  
**NOTE** : Coloured / Indian male candidates are encouraged to apply.
- POST 15/78** : **ADMINISTRATIVE OFFICER REF NO: DMRE/2372**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Mpumalanga Region  
**REQUIREMENTS** : National Diploma in Office Administration (NQF 6) with minimum of one year experience in office administration. Knowledge of: Basic knowledge of legislation Mineral Resource and Energy, PFMA, Public Service) Corporate Service (HR, Finance, IT). Document Management. Computer Skills: Skills

Computer skills (MS Word, excel, etc.), Interpersonal skills, organisational skills, communication skills, management skills, numeric skills thinking Demand: Friendly, professional, proactive, attention to details, ability to follow procedures, Information evaluation decision making, creativity and analytical thinker.

**DUTIES** : Record, distribute keep track of and file documents and/or internal external communication. Arrange venues, workshops/ seminars and take minutes where required. Administer all payments and claims of the Directorate and deal with Petty Cash, telephone costs recovery, etc. Support the manager with the administration of the budget. Provide an efficient support service in association with relevant directorate in terms of human resource management, financial administration, procurement and assets management, Provide secretarial / receptionist support to the manager. Render logistic support to the Regional Director with regards to the Petroleum Products Amendments Act and administer the process of financial provision collection.

**ENQUIRIES** : Mr. L Mabena Tel No: (013) 658 1400  
**NOTE** : Coloured/ Indian/ White candidates are encouraged to apply.

**POST 15/79** : **CHIEF ADMINISTRATION CLERK REF NO: DMRE/2373**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Eastern Cape Region, Port Elizabeth  
**REQUIREMENTS** : Grade 12 (NQF 4) with 1 year administrative experience. Knowledge of: Typing with speed as an advantage. Computer Programs. Policies and procedures. Acts and regulations. Skills: Organisation, computer literacy. Communication at all levels. Typing of official correspondence-accurately. Draft motivations. Minute taking. Planning. Numerical. Telephone. Dealing with different people, e.g. Religion. Background, Culture, etc. Thinking Demand: Able to make sound decisions in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to and from mines correctly.

**DUTIES** : Administer HR related matters. Maintain all register functions. Coordination and planning of examinations in the region. Administration of Supply Chain related matters. Supervise and develop staff.

**ENQUIRIES** : Mr T Doyle at 082 445 6894  
**NOTE** : Indian candidates or person with disability are encouraged to apply.

**POST 15/80** : **ACCOUNTING CLERK: TRAVEL MANAGEMENT REF NO: DMRE/2374 (X2 POSTS)**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) with No experience required PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. Basic Condition of Employment Act, Basic Accounting System, PERSAL System. Skills: Computer literacy, good verbal and written communication skills. Numerical /financial skills Thinking Demands: Problem solving, creativity, ability to negotiate and report writing.

**DUTIES** : Check, verify and capture local and international travelling (S&T) claims/ Advances on PERSAL and BAS system. Verify the accuracy of travel request, issue order number and file copies into the order file. Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement. Follow-up on documentation for emergency order numbers and check the completeness of documents received according to the travel agent records. Handle all correspondence with regards to the claims, advances, receipts, payments etc. verbally and in writing internally /externally and provide Auditor-General with requested information.

**ENQUIRIES** : Mr S Sadiki Tel No: 012 406 7404  
**NOTE** : Indian/ coloured/ white male candidates or person with disability are encouraged to apply.

**POST 15/81** : **ACCOUNTING CLERK: PAYMENTS REF NO: DMRE/2375**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) with No experience PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulations. Basic Condition of Employment Acts, Basic Accounting System. Skills: Computer

literacy, Financial, Good verbal and written communication and Ability to communicate skills. Numerical /financial skills. Ability to communicate at all levels Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.

**DUTIES**

: Processing of payments and dispatch. Reconciliation of accounts. Handle all correspondence related to sundry and order invoices and provide Auditor - General with information when requested. Identifying irregular and unauthorised expenditure and communicate there on. Handling of general enquiries. Create and amend entities on BAS. Retrieval and filling of batches.

**ENQUIRIES**

: Ms P Dingiswayo Tel No: 012 406 7763

**NOTE**

: Coloured, Indian, White male candidates are encouraged to apply.

## NATIONAL TREASURY

*The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts. Our buildings are accessible to persons living with disabilities*



**CLOSING DATE** : 22 May 2023 at 12:00 am (Midnight)

**NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: 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. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

## MANAGEMENT ECHELON

**POST 15/82** : **DIRECTOR: PFMA SUPPORT REF NO: S032/2023**  
Division: Office of The Accountant-General (OAG)  
Purpose: To provide support with the improvement of financial management and governance in the development, interpretation and implementation of the PFMA and Treasury Regulations and related Instructions within national and provincial sphere of government.

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Degree (equivalent to NQF level 7) in Commerce or Finance or Public Finance or Law, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in developing norms and standards pertaining to financial management, Knowledge and experience of the public sector financial management processes and practices, Knowledge and experience of the broader financial management legislative frameworks applied within government including the Public Finance Management Act, Regulations and relevant Instructions, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key outputs include: Review of the Legislative Framework; Assist with the review and amendments to the PFMA. Treasury Regulations and National Treasury Instructions, Initiate research on domestic and international financial management best practices for integration of financial management legislation,

Develop and maintain PFMA and Treasury Regulations toolkits guidelines for alignment and evolvement of transversal issues to ensure consistent support to PFMA institutions, Manage the development of uniform treasury norms and standards to improve PFMA support within national and provincial sphere of government. Coordinate and dealing with issues of transversal nature: Coordinate transversal issues flowing from the PFMA, its prescripts including updating of the National Treasury's delegations of authority, Develop parameters for exemptions and departures request from PFMA institutions, Coordinate deviations and exemptions granted as determined within the PFMA and develop relevant notices and maintain records through publication on the PFMA webpage. Provide Support on PFMA implementation: Provide guidance on any matter related to the implementation of the PFMA, Treasury Regulations, Section 76 Treasury Instructions, circulars and Frameworks issued, Conduct capacity building and information sessions on the PFMA implementation, Updating of the web-site, queries portal and e-learning modules, Manage the issuing of Instructions, circulars and directives pertaining to the PFMA. Stakeholder Engagement: Oversee and agree on the response to transversal matters pertaining to the PFMA for clarification, Generate comprehensive responses to Parliamentary Questions pertaining to the PFMA, Provide support to national and provincial sphere of government on the interpretation and application of the PFMA and Treasury Regulations, Compile quarterly governance report reflecting all stakeholder engagements.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 15/83** : **DIRECTOR: MFMA REGULATORY OVERSIGHT REF NO: S031/2023**  
 Division: Office of The Accountant-General (OAG)  
 Purpose: To review the Municipal Finance Management Act (MFMA), regulations and circulars and comment on legislation impacting municipalities and municipal entities to research best practice, render advice to stakeholders on the understanding, interpretation, and implementation of the MFMA.

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum LLB Degree at (equivalent to NQF level 7). Admission as an Attorney or Advocate would be an added advantage, A minimum 5 years' experience at a middle managerial level (Deputy Director) obtained in the Local Government legal framework, including but not limited to; the Municipal Finance Management Act 56 of 2003 (MFMA) and the regulations, the Municipal Systems Act, Municipal Structures Act, Municipal Property Rates Act, Constitutional Framework, Intergovernmental Systems, Knowledge and experience in the analysis and interpretation of legislation and other legal documentation; Knowledge and experience of project management methodologies, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key outputs include: Review the MFMA, Regulations, guides and circulars, Respond to enquiries pertaining to legislative and policy interpretation, Comment on various sector legislation impacting local government, other publications, and legislation, Promote overall improvement in financial management, Initiate research and draft policy papers and regulations, Monitor Legislative Alignment: Monitor records of cases and rulings on MFMA and its regulations, Manage priority areas in compliance with the MFMA, its regulations, circulars and the MFMA Delegations of Authority, Manage the MFMA website and monitor the uploading of information to encourage and improve municipal engagement, Update responses and records of departures and exemptions granted as determined by the MFMA, Coordinate of MFMA Reforms: Coordinate the MFMA legislative reforms coherence and alignment with policies, Provide updated reports on transversal and statutory matters impacting on the MFMA and its regulations, Align the legislative framework in preparation and issuance of circulars, guides, and tools in terms of the MFMA, Formulate and coordinate responses to parliamentary questions, Draft reports in terms of the Strategic Plan and Medium-Term Strategic Framework. Issue communication and report on the

Primary Bank Account Details of Municipalities as per the MFMA, Stakeholder Engagement: Manage projects and support the development of best practice reforms to enable effective implementation, Conduct information sessions to various stakeholders on the MFMA, its regulations, guides, tools, and circulars, Render support to municipalities, municipal entities, provinces, national departments and private sector on the policies, interpretation, and application of the MFMA and its regulations, Engage stakeholders on legal matters at the MFMA Coordination Forum and other Fora, Provide support on the development of training material for municipal officials and councillors. Review of the Legislative Framework: Assist with the review and amendments to the PFMA.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 15/84** : **DIRECTOR: AFRICA CONTINENTAL REF NO: S026/2023**  
 Division: International and Regional Economic Policy (IREP)  
 Purpose: To manage South Africa's relations with the African Continent and the bilateral relationships between South Africa and key countries on the continent.

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Political Science, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in development, policy and financial institution, Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda, Knowledge and experience of benchmarking and Knowledge and experience of diplomatic interventions, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key outputs include: Policy Analysis and Development; Formulate National Treasury's position paper on regional integration and budget and financial governance and any specific focus areas identified for output, Identify key strategic countries in Africa (excluding SACU and SADC countries) to complement SA's domestic, Africa multilateral, regional integration objectives, and budget and financial governance, Identify risks and opportunities for SA in pursuit of regional integration and good budget and financial governance continentally, Develop an 'Africa Strategy' and take responsibility for monitoring the implementation of this Africa Strategy, Align outputs of regional and continental multilateral institutions to policies developed by National Treasury/ SA government on regional integration and good budget and financial governance, Develop key policy positions emanating from continental institutions, key African countries, which have a bearing on SA's regional integration objectives and budget and financial governance. Regional Integration and Development: Formulate SA's policy on the extension of credit lines and other forms of bilateral financial assistance to strategic countries, Formulate SA's policy on contributions to regional multilateral funds, e.g. examine the pros and cons of SA contributing to the NEPAD-IPPF, Manage SA's relations with the AU, UNECA and any other continental institutions (to which SA is a member or might decide to become a member). Inform NT of views on continental issues emanating from SA think-tanks, business and other non-government institutions and organise knowledge-sharing events/ seminars/conferences, i.e. increase knowledge and facilitate the co-ordination on Africa among finance family, Facilitate capacity building within Finance Ministries in strategic countries on the continent, Facilitate a dialogue forum with Finance Ministries at official level and ministerial level on the continent, Assume responsibility for SA's membership of continental technical capacity building bodies to which AEI contributes (e.g. CABRI, ACBF) and develop synergies with related focusing on Finance-related issues (e.g. ATAF). Develop Africa Continent Cooperation: Manage NT's participation in projects aimed at economic integration, e.g. North-South Corridor and Infrastructure Consortium for Africa, Co-ordinate National Treasury's visits and engagements on the continent. Budget and Financial Oversight: Participate key structures

and forums that deal primarily with financial governance pertaining to budget development and management, Develop mechanisms supporting financial and budget governance at the African Union.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 15/85** : **DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION**  
**REF NO: S034/2023**

Division: Office of The Director-General (ODG)

Purpose: To co-ordinate the departmental strategic planning, monitoring, reporting and evaluation in the engagement with internal and external stakeholders on policies and operational requirements in alignment with legislative mandates of government priorities and objectives.

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Degree (equivalent to NQF 7) in Public Administration or Management or equivalent, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in strategic monitoring of businesses in alignment with their operation requirements, Knowledge and experience of the consolidation of Departmental Performance and Strategic Plans, Knowledge and experience of the broader Government Policy Framework on strategic planning processes; Knowledge and experience in public or private sector strategy management and entity oversight, Knowledge of strategic management and policy analysis, Knowledge of dissemination and analyses of information for policy development and implementation, Knowledge of Project Management, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key outputs include: Strategy, Direction and Guidance: Provide strategic guidance in the monitoring processes of the National Treasury through the development and implementation of policies, guidelines and systems in the alignment of the broader plan of the department, Provide inputs into the development of a communication strategy to disseminate and convey key strategic information to stakeholders, Advice on the correct alignment of the department's Strategic, Business, Annual Performance Plans and Annual Reports , Provide advice to strategic partners pertaining to legislative and regulatory compliance relating to performance and planning processes, Formulate and monitor the Medium-Term Strategic Framework and Corporate Strategy for the National Treasury. Monitor and Evaluation: Monitor and evaluate the appropriate measures as determined for the implementation of operational and performance plans and procedures, Develop a monitoring mechanism to fast-track performance targets and other related, Implement measurements and monitor and evaluate progress against predetermined business processes. Monitor National Treasury's Service Delivery Improvements Plans: Facilitate the development and implementation of the National Treasury's Service Delivery Improvement in conjunction with business units, Review the National Treasury's Service Delivery Improvement Plan (SDIP) and initiates the alignment and update thereof, in conjunction with business units, Coordinate and engage stakeholders on the progress of the implementation of the Service Delivery Improvement Plan for submission and registration with the DPSA. Monitoring Performance Policy Alignment: Provide inputs to provisional annual departmental reports prior to sign-off, Develop, implement and review governance framework for quality assurance, oversight and establishment of best practices, Monitor the implementation of the performance guidelines and frameworks and advice stakeholders accordingly, Develop monitoring tools, policy and frameworks in compliance with measurements for the strategic annual reports and plans.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>



## OTHER POSTS

- POST 15/86** : **SENIOR ECONOMIST: BRICS/ G20 REF NO: S063/2022**  
Division: International and Regional Economic Policy (IREP)  
(Re-Advertisement)  
Purpose: To support the BRICS/G20 Directorate in policy analysis (economic) and coordination of stakeholder engagements to advocate South Africa's priorities in regionally and globally.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 is required coupled with a minimum Degree (equivalent to NQF level 7) in Economics or Development Economics or International Economics, A minimum 4 years' experience of which 2 years should be at Assistant Director level or equivalent obtained within a development institution or financial environment, Knowledge of policy analysis and compilation of drafting notes, Proven knowledge and experience of benchmarking and research with recognized international institutions, Knowledge and experience on a diplomatic level.
- DUTIES** : Some key outputs include: Stakeholder Engagement: Support the drafting and coordination of briefing materials containing summary assessments of matters to be discussed at meetings of BRICS/G20 initiatives, Assist in the engagement of clients and stakeholders and support the coordination process between National Treasury and other BRICS/G20 clients and stakeholders, Provide updated information on relationship management and keep track of meetings and provide inputs into draft speaking notes for consideration. Policy Analysis and Development: Assist with the provision of recommendations on policy issues for consideration among the BRICS/G20 stakeholders, Identify and analyse key policy objectives in the enhancement of policy deliberations within the BRICS/G20 forum, Support the centralisation of a policy platform for analysis and dissemination of data on the role of BRICS//G20 in the global economy. BRICS: Draft high level support submissions and respond to correspondence pertaining to the output of BRICS giving particular attention to the ongoing New Development Bank operations, and the Africa Regional Centre, Support responses in compliance with requests from domestic policy makers pertaining to progress on the BRICS processes, Assist in the provisioning of information relating to the output of meetings of BRICS Finance Ministers and Central Bank governors. Benchmarking and Research: Support benchmarking and research initiatives on policy and related issues with recognised international institutions, Assist with the consultation of clients and stakeholders on trends and changes pertaining to the policy environment impact the BRICS partnership, Support the development and implementation of policy decisions which will benefit the growth and sustainability of the BRICS partnership, Assist with benchmarking exercises with other countries and stay abreast with new changes/ interventions to improve collaboration with stakeholders, Perform research to assess opportunities for improved collaboration within the BRICS partnership.
- ENQUIRIES APPLICATIONS** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit:  
: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- POST 15/87** : **SENIOR ANALYST: TRANSPORT AND DEFENCE REF NO: S021/2023**  
Division: Asset and Liability Management (ALM)  
(Re-Advertisement)  
Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport and Defence sectors and provide inputs to policy pertaining to restructuring.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelors' Degree (equivalent to NQF 7) in Finance or Economics, A minimum 4 years' experience of which 2 years should be at Assistant Director level or equivalent obtained in the dissemination of financial statements and corporate plans within the transport and defence sectors, Knowledge and experience in mergers and acquisitions pertaining to SOCs,

<b><u>DUTIES</u></b>	:	Knowledge of strategy and economic regulation, Knowledge and experience of government's broader regulatory framework on State Owned Companies. Some key outputs include: Conduct Analysis in the Restructuring of SOEs; Conduct analysis to identify restructuring opportunities within SOEs in the Transport and Defence sectors and advice accordingly, Review restructuring and turnaround plans of SOEs in the Transport and Defence sectors, Participate in restructuring initiatives of SOEs in conjunction with other departments, Analyse Financial Statements and Corporate Plans of SOEs: Analyse financial statements and corporate plans of SOEs in the Transport and Defence sectors and engage with entities, relevant departments and other stakeholders, Analyse the correct alignment of corporate plans in the Transport and Defence sectors against policy objectives, Analyse industry trends in the Transport and Defence sectors. Monitor possible oversight within SOEs in the Transport and Defence sectors and develop mitigating factors for correction, Compliance to PFMA Determinations: Analyse and review requests from SOEs in the Transport and Defence Sectors in compliance with the applicable determinations within the PFMA, Analyse requests of cabinet memoranda and parliamentary questions and respond in compliance with the PFMA determinations, Develop standardised processes for assessment and monitoring of guarantees, prior to approval for the implementation, thereof, in compliance with the PFMA determinations, Contingent Liabilities and Capital Structure; Compile responses to guarantee requests from SOEs in the Transport and Defence sectors, Monitor compliance to guarantee conditions of SOEs in the Transport and Defence Sectors, Review SOEs and assess medium-term expenditure framework (MTEF) in alignment with requests for adjustment of budgets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>POST 15/88</u></b>	:	<b><u>SENIOR ADVISOR: MFMA IMPLEMENTATION REF NO: S115/2022</u></b> Office of the Accountant-General (OAG) (Re-Advertisement) Purpose: To coordinate, support and monitor the implementation of the Municipal Finance Management Act (MFMA) within Municipalities.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R958 824 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Degree (equivalent to NQF level 7) in Public Finance or Public Management or Economics or Statistics. A Bachelor of Commerce General degree will be an added advantage, A minimum 4 years' experience of which 2 years' should be at Assistant Director level or equivalent obtained in financial management within the public/ private or related sector, Knowledge and experience of Local and Provincial Government operational functioning.
<b><u>DUTIES</u></b>	:	Some key outputs include: Policy Support; Develop and implement policies of qualitative data for municipalities monitoring MFMA compliance, Providing feedback on identified gaps in municipalities for implementation of the MFMA, Coordinate policy inputs with MFMA and engage external stakeholders. (National and Provincial DCoGs, National and Provincial SALGAs and Provincial Treasuries), Provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information. MFMA Implementation: Monitor the evaluation of frameworks for improvements, Analyse outcomes and provide summarised information to stakeholders, identify gaps for decision making, Implement, monitor, evaluate and report on frameworks, to assess municipal compliance with the MFMA, Prepare MFMA compliance and other related reports and dashboards for dissemination to stakeholders and entities, Recommend improvements and modernise the monitoring and reporting system by enhancing the development and utilisation of the web enabled tools, such as the FMCMM, Audit Action Plan, MFMA Calendar, Monitoring and Evaluation systems. Enable Provincial Treasuries and Municipalities assessments and implement measures to address gaps. Monitoring and Reporting; Develop statistical reporting requirements for stakeholders and map the MFMA cycle for completeness, Compare qualitative information in MFMA reports against statistical data of municipalities for integrity, Monitor status of Submission of Annual reports and Oversight Reports to the Provincial Legislature, and the recommendations for

oversight purposes, Monitor and report on compliance pertaining to all of the MFMA chapters, regulations and their publication, and share findings with other units within NT and PTs to attend to areas that they are delegated to perform, Monitor and report on statutory commitments and obligations including audit fees, Verify the status quo of PT structures their compliance with regulatory requirements, Monitor the establishment and dis-establishment of municipal entities and update listed municipal entities on the MFMA website, Prepare Municipal Compliance report and verify regulatory compliance with requirements of regulations. Capacity Building and Support: Develop and assist with the publication of MFMA Circulars, Guides for municipalities, Participate in MFMA and related workshops attend to capacity reviews and visits to provincial treasuries and delegated municipalities, Engage non-delegated municipalities during Mid-Year Budget reviews, CFO Forums with a specific focus on MFMA compliance and monitoring, Initiate the roll-out of assessment tools to assist municipalities in the identification of gaps pertaining to Financial Management and reporting framework of the MFMA, Attend and engage at MFMA Coordinators Meetings and other related forums and provide inputs on improvement of processes and procedures, Analyse information from non-delegated municipalities for gaps identification, Prepare reports on the MFMA Implementation in PTs and municipalities and recommend targets for integration of the MFMA for financial management and service delivery.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
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**POST 15/89** : **SENIOR ECONOMIST: SOUTHERN AFRICAN CUSTOMS UNION (SACU)**  
**REF NO: S027/2023**

International and Regional Economic Policy (IREP)

Purpose: To develop policies and manage South Africa's relations with SACU as an institution and bilateral relationships between South Africa and SACU Member States within the context of regional integration in the financial and economic sector.

**SALARY** : R958 824 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Political Science, A minimum 4 years' experience of which 2 years should be at Assistant Director level or equivalent obtained within a development, policy or financial institution, Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda, knowledge and experience of benchmarking and research, Knowledge and exposure to diplomatic interventions.

**DUTIES** : Some key outputs include: Policy Analysis; Assist with the formulation of National Treasury's policy position on the future of SACU and regional integration agenda within the Union, Provide inputs on the formulation of National Treasury policy positions on the CMA, Provide inputs into cabinet memoranda and the Inter-Ministerial Committee process, Monitor and develop an in-depth profile of each SACU country's economy, Assist with the development of bilateral policy positions with SACU member countries on finance and economic development. Regional Integration: Assess the costs of association with SACU and evaluate the benefits of participation, Assess the extent of existing institutional arrangements and assistance to attain regional integration, Provide inputs to policy on co-operation with regional and global multilateral institutions on the development of SACU countries, Assist with the establishment of a Secretariat to manage cooperation between Ministries of Finance of CMA countries, Coordinate the payment of all funds due to SACU countries, either through the current revenue sharing formula or bilaterally. Stakeholder Engagement, Update views on SACU emanating from business and other non-state organisations and organise knowledge-sharing platforms, Co-ordinate the NT's task team on SACU and capacity building, Coordinate dialogue between the South African Ministry of Finance SACU Ministries of Finance, Coordinate the Secretariat outputs of the Finance Track of the CMA. Co-ordinate and participate, as necessary, in visits and engagements with SACU countries NT's participation in special projects within these countries. SACU Cooperation: Assist in negotiations within SACU and bilaterally with

		SACU countries, Coordinate and update in-house publications on SACU projects.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>POST 15/90</u></b>	:	<b><u>DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: S033/2023</u></b> Office of the Director-General (ODG) Purpose: To ensure that Parliamentary & Cabinet obligations are executed and engage stakeholders pertaining to parliamentary/cabinet commitments. Render an efficient and effect parliamentary and cabinet service to the Department
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Political Science or Law or Economics, A minimum 4 years' experience of which 2 years should be at Assistant Director level or equivalent obtained in parliamentary procedures and processes, Knowledge of parliamentary structures and the legislature, Knowledge of oversight and public participation of parliamentary workings, and Knowledge and experience of the broader policy framework of working groups and their mandates.
<b><u>DUTIES</u></b>	:	Some key outputs include: Committee / Cabinet Support and Monitoring: Attend and monitor parliamentary committees relevant to the National Treasury (not only limited to finance and appropriations committees), Develop, maintain and update weekly parliamentary committee and plenary programmes, database of all committee meetings and attendance of National Treasury officials, Monitor Parliamentary Committees to ensure relevant officials are kept abreast of the committee programme. Keep abreast all activities in both the National Assembly and the National Council of Provinces, Provide documents for presentations and timeously share with committee members and liaise with committee section and Office of the Leader of Government Business regarding parliamentary committees and legislative programmes, Provide the parliamentary manager with detailed minutes of committee engagements after every parliamentary committee meeting and escalate updated schedules of meetings and requests to relevant officials for action, Track and monitor events in Cabinet that have bearing on the Department and support the Ministerial Cabinet Liaison Office in the Ministry, Peruse Cabinet documents like minutes of Cabinet and Cabinet Committees – that will have an impact on the Department, Track Cabinet commitments made by the Executive Authority that will have a bearing on the Department, Monitor meetings of the cabinet committees and structures to identify matters that have a bearing on the Department and the Executive Authority. Tabling, Legislative and Research Support: Liaise with relevant departments, entities and stakeholders on due processes and procedures for statutory tabling and introduction of document/s in Parliament and legislative divisions in the department in preparation for tabling of Bills in Parliament, Distribute documents proposed for tabling in Parliament which have a direct bearing on the functions of the National Treasury, Monitor and identifying relevant parliamentary business and trends and liaise with various cabinet and cabinet committee structures regarding all meetings, Research, analyse and evaluate information to ensure that the National Treasury is accurately informed about key issues in parliament, Develop and maintain current knowledge of Bills in the parliamentary system, Conduct research on Parliamentary Questions, legislation and queries related to the mandate of the National Treasury. Administrative and Team Support, Obtain and dispatch copies of documents tabled in Parliament and copies of the Annual Reports and Strategic Plans tabled in Parliament to the relevant officials in the departments and entities, Obtain reports tabled in Parliament by the Auditor-General and dispatch documents tabled in Parliament by other Ministries to the relevant officials within the National Treasury, Develop, compile and maintain a detailed database of a list of legislation enacted for the Annual Report of the National Treasury, Obtain and dispatch Reports of Parliamentary Committees having a bearing on the function of the National Treasury, Obtain Minutes of the National Assembly and NCOP pertaining to the functions and communicate parliamentary working programmes to all

National Treasury stakeholders of the National Treasury, Provide the National Treasury with the necessary departmental support to enable them to meet all parliamentary obligations and any parliamentary information that might impact on their responsibilities, Study and remain up to date regarding the applicable prescripts/policies and procedures that apply to both the parliamentary and cabinet work terrain. Client and Stakeholder Engagement: Coordinate all National Treasury Parliamentary enquiries and questions from other departments' and entities for a prompt response, Escalate all members of Parliament and officials of departments and entities concerns to the relevant officials within the National Treasury for action, Follow-up on outstanding deliverables and update stakeholders on progress of their enquiries or concerns, Engage parliamentary protocol and rules to National Treasury for compliance, Liaise with stakeholders in Parliament, especially the Office of the Leader of Government Business about the availability of the National Treasury in relation to National Assembly and National Council of Provinces matters, Liaise with members of Parliament on issues and advise the National Treasury and relevant stakeholders.

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**POST 15/91** : **ECONOMIST: INTERNATIONAL ORGANISATIONS REF NO: S028/2023**  
 International And Regional Economic Policy (IREP)  
 Purpose: To assist with Organisation for Economic Coordination and Development OECD) and World Economic Forum (WEF) relationship co-ordination through coordination of stakeholder engagement and secretariat for South African Government, analysis of policies, co-ordinating National Treasury content for the Finance Minister's participation in the meetings of the OECD, WEF and World Economic Forum for Africa (WEFA).

**SALARY** : R527 298 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Economics or Political Science, A minimum 3 years' experience obtained within a development institution/ financial environment, Knowledge of policy analysis and formulation of drafting notes, Knowledge of benchmarking and research.

**DUTIES** : Some key outputs include: Stakeholder Engagement; Provide secretariat support for South Africa Government Departments in relation to OECD, WEF and WEFA, Assist with stakeholder engagement and support the coordination process thereof, Assist with information on relationship management in respect of the OECD, WEF and WEFA. OECD Ministerial and other OECD activities; Assist with the drafting of submissions pertaining to policy positions addressed to the OECD on policy dialogues, Assist with the inputs (briefing and speaking notes) for the OECD Ministerial Meeting, Assist with the administrative and logistical arrangements for the OECD Ministerial Meeting and any other engagements relating to the OECD. WEF Annual Meeting; Assist with compilation of the key message documents for the WEF Annual Meeting, Assist with the coordination of the National Treasury input into the Presidential Briefing Book, Assist with the Interdepartmental meetings for preparation of the WEF Annual Meeting, preparation of the agendas, and invitations to the meeting, Providing administrative and logistical support for the hosting of the pre-WEF breakfast with the South African delegation attending the WEF Annual Meeting, Assist with the inputs (briefing and speaking notes) for the WEF Annual Meeting. WEFA; Assist with the administrative and logistical arrangements for the Bi-Annual hosting of WEFA, Assist with the Interdepartmental meetings in preparation of the WEFA Bi-Annual Meeting, including agendas, meeting invitations, Assist with the inputs (briefing and speaking notes) for the WEFA Bi-Annual Meeting. Research; Conduct research on policy areas that falls within the scope of the work of the OECD, WEF and WEFA, Integrate research for utilisation and enhancement of briefing and speaking notes.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
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<b><u>POST 15/92</u></b>	:	<b><u>ECONOMIST: COUNTRY AND THEMATIC ANALYSIS REF NO: S029/2023</u></b> International and Regional Economic Policy (IREP) Purpose: To provide assistance to the integration of key themes in contemporary international debates pertaining to research of international political and economy dimensions for solutions to domestic concerns. This work to then feed into the broader work of the division.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum, (remuneration package benefits exclusive) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Political Science, A minimum 3 years' experience obtained within a public or private financial or development institution, Knowledge and experience of the international country and thematic analysis of information, Knowledge of benchmarking and research methodologies.
<b><u>DUTIES</u></b>	:	Some key outputs include: Stakeholder Engagement; Assist in the development of key fundamentals pertaining to briefing materials containing summary assessments of country and thematic analysis as it relates to the work of the division, Assist with the coordination of relationship with institutions between key stakeholders, locally, regionally and internationally, relating to the enhancement of the thematic environment, Assist and provide support with commodities, and analyse briefing material for policy fora. Policy Analysis: Assist with the analytical and political concerns pertaining to debates in respect of key thematic areas, Assist with the compilation of responses and make recommendations on detailed analysis for consideration in relation to the work of the division, Analyse key deliverables for output and recommend integration into key policy development initiatives. Research and Development: Assist with research focusing on international and regional economic policy matters which could then be converted into country positions that could then be advocated and advanced in the different fora that the division participate in, Provide inputs into the development of policy views/ opinions through research in conjunction with stakeholders, Assist with requests pose by domestic policy developers' in respect of international thematic debates and priorities, Assist stakeholders through issuance of position papers and reports of key themes and focus areas on multilateral policy discussion. Country and Thematic Analytical Information; Assist with the thematic analysis of information for utilisation within partnerships and forums for greater understanding of countries, Assist with the analysis of comparable analysis of international and political economic dimensions for implementation, Assist and support the development and understanding of key themes in the international debates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a> To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>POST 15/93</u></b>	:	<b><u>ECONOMIST: AFRICAN ECONOMIC INTEGRATION REF NO: S073/2022</u></b> International And Regional Economic Policy (IREP) (Re-Advertisement) Purpose: To assist with the collaboration of South Africa's relations with SACU/ SADC, etc. and enhance and improve bilateral relationships member states.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum, (remuneration package benefits exclusive) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Political Science, A minimum 3 years' experience obtained within a development institution or policy or financial environment; Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda; and Knowledge of benchmarking and research.
<b><u>DUTIES</u></b>	:	Some key outputs include: Policy Analysis; Assist with the formulation of position papers on South Africa and the projected future of institutions like SACU/ SADC, etc. and their regional integration agenda., Assist with the provision of inputs into cabinet memoranda and the coordination of the Inter-Ministerial Committee process, Assist with the monitoring and development of profiles for member countries' economies, Assist with the development of bilateral policy positions of member countries on finance and development, Regional Integration; Assist with the assessments of the costs associated with existing institutional arrangements of member countries and evaluate the

benefits of participation, Provide inputs to policy on co-operation with regional and global multilateral institutions on the development of member countries, Assist with the establishment of a Secretariat to manage cooperation between Ministries of Finance of member countries, Assist with the coordination of payments of funds due to member countries, either through the current revenue sharing formula or bilaterally. Stakeholder Engagement; Assist with the updating views on member countries emanating from business and other non-state organisations and arrange knowledge-sharing platforms, Co-ordinate task teams from member countries for capacity building sessions, Assist with the coordination of dialogue between the Minister of Finance and counterparts from member countries, Disseminate the Secretariat outputs for consumption of members, SACU/ SADC Cooperation; Assist in negotiations within and bilaterally with member countries, Coordinate and update in-house publications on projects.

**ENQUIRIES** : ONLY (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
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**POST 15/94** : **POLICY ANALYST: PROVINCIAL GOVERNMENT ACCOUNTS REF NO: S022/2023**  
 Division: Budget Office (BO)  
 Purpose: To assist in the provision of reliable financial data related to the provincial sphere of government for the analysis of policy formulation and reporting in compliance with regulatory requirements.

**SALARY** : R527 298 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 and a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines; Computer Science or Accounting or Economics or Business Economics or Management are required, A minimum 3 years' experience obtained in database development, data warehousing and data integration, Knowledge and experience in report development; and Knowledge and experience in utilisation of MS Office suite of products, with particular emphasis on the manipulation of Microsoft Excel.

**DUTIES** : Some key outputs include: Data Storage; Assist in the development of a formal database housing provincial revenue and expenditure data covering all aspects of the budget cycle, Assist with the reviewing of the data model to enhance data management and improve efficiency of data extraction and reporting, Data Gathering; Provide technical support in developing reporting systems, templates and tools, to provide accurate and reliable data for internal and external usage, Enhance processes and procedures regarding automation and data extraction from financial systems for reporting purposes, Data Integrity; Apply classification standards, circulars and practise notes consistently and correctly, Maintain data of provincial data between National Treasury and other institutions, Assist with the application of changes to the Economic Reporting Format and the Standard Chart of Accounts to history data to guarantee the consistent application of data, Data analysis; Provide technical support to internal and external clients regarding data analysis tools and techniques, Provide provincial data for Treasury publications and internal and external documents.

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**APPLICATIONS** : To apply visit:  
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**POST 15/95** : **ASSISTANT DIRECTOR: PROVINCIAL SOFTWARE DEVELOPER REF NO: S025/2023**  
 Intergovernmental Relations (IGR)  
 Purpose: To assist maintaining the provincial budgets integrated web-based application and support the continuous enhancement of the system for its effective and efficient operation.

**SALARY** : R527 298 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Computer science, Computer Software Engineering, Applied Mathematics or Mathematics or

**DUTIES**

Statistics or Financial Engineering, A minimum 3 years' experience obtained in designing, implementing, and managing software programs, Knowledge of the public financial management framework; and, Exposure to financial management system and manipulation of databases, experience with Object-Oriented programming Languages, Experience with MS SQL Server 2016+.

Some key outputs include: Budget Preparation and Support; Assist with the consolidation and evaluation of the MTEF budget submissions for provinces, Assist with the verification of provincial fiscal framework and budget preparation processes, Consolidate Provincial Budgets and Expenditure Review of financial data and assist in drafting the Provincial Trends chapter, Assist in analysing provincial MTEF budgets as well as assist in drafting related presentations for the Technical Committee on Finance (TCF), Budget Council and President's Co-ordinating Council (PCC), Analyse data for correctness and the eradication of discrepancies. Budget Implementation and Monitoring: Assist with the co-ordination of provincial in-year monitoring management reporting system for the credibility of budgets and alignment of revenue and expenditure, Assist with quarterly provincial Section 32 publications, conditional grants and quarterly press releases, Assist with the consolidation of in-year monitoring reports to identify aggregated trends in provincial finances, Maintain budget performance database for provincial budgets i.e. Annual Financial statements and annual reports Assist in compiling the annual provincial payment schedule. Intergovernmental Co-ordination: Ensure the accessibility of information, In-year Monitoring submissions, strategic and performance plans, annual reports, annual financial statements, budget statements, Provide provincial allocations with the adjusted estimates, aggregated financial statements, and normative measures to provincial stakeholders, Financial management and budget reform: Assist with the MTBPS, Budget Review, Division of Revenue Bill/ Act, and other National Treasury publications, Assist with drafting of annual provincial budget in line with budget reforms and budget formats and maintain databases. Intergovernmental Grants; Assist with the provision of data of provincial adjusted estimates process, preliminary to final provincial MTEF allocations and Provincial payment schedule, Assist with the engagement of provincial conditional grants and expenditure in preparing quarterly provincial reports on conditional grants.

**ENQUIRIES  
APPLICATIONS**

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**POST 15/96**

**ASSISTANT DIRECTOR: ICT DATABASE ADMINISTRATOR REF NO: S023/2023**  
Division: Corporate Services (CS)  
Purpose: To assist with the provision of an Information and Communication Technology (ICT) technical solutions platform through resolution of incidents, acquisitions and maintenance of database infrastructure in line with the prescribed DPSA's ICT Governance and Government Wide Enterprise Architecture Frameworks.

**SALARY  
CENTRE  
REQUIREMENTS**

R424 104 per annum, (remuneration package benefits exclusive)  
Pretoria  
A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Information Technology, Certification in Microsoft MCSA or MCSE, Database Administrator (DBA), will be an added advantage, A minimum 3 years' experience obtained in an ICT Governance, System, Database or Networks environment, Knowledge of the following equipment and systems, Dell/EMC, Cisco, Checkpoint, Structured Query Language (SQL), Microsoft Applications; Active Directory (AD), Microsoft Azure Databases, Backups, Microsoft 365, Knowledge of Windows Server OS, SQL, Microsoft System Centre Operations Manager (SCOMS), Desktop Operating System, Communications solutions, Security components, VMware, Network attached Storage (NAS), Storage Area Network (SAN), Direct attached storage (DAS).

**DUTIES**

Some key outputs include: ICT Technical Resolution; Coordinate with developers to meet deliverables and schedule of data, Support business and technology in design and development driving the Database Maintenance Plan's, Design, develop and implement data solutions for architecture design, prototyping of concepts standards, and test plans, Code and module design,



development and testing, data solution debugging, design and implementation of a solution that follows design techniques, Develop new support programs and scripts for databases to increase data storage capacity and fix existing database problems, pertaining to troubleshooting in accordance with standard policies requirements, Develop database stored procedures, triggers of support application, document database design, configure and change management. Provide ICT Database and Data Solutions; Assess ICT infrastructural and databases security risks issues and initiate research and benchmarking of best practices on the latest trends, Recommend infrastructure, database, and security solutions for implementation, Develop an ICT knowledge database on standardised faults and resolutions for future utilisation and consultation. Maintain ICT Infrastructure; Monitor the ICT database infrastructure and security measures and report discrepancies to enhance continuity on improvement, Assist with the design and implementation of an enhanced and maintain National Treasury cybersecurity operational plan, Assist with the monitoring of database infrastructure for possible security deficiencies and design counter measures for mitigation, Amend changes as requested by clients and engage on the configuration prior to implementation, Assist with the implementation of measures for maintenance, protection and recovery of applications and data in line with the prescribed ICT Governance Framework. Acquisition and Implementation of ICT Systems; Assist with the development of ICT technical and operational specifications for implementation, Define data requirements based on system design and develop entity relational diagram for conformity, Assist with the implementation and operationalization of ICT infrastructure and applications, database, and security systems in line with the Government Wide Enterprise Architecture Framework, Implement and operationalize a database aligned with the current infrastructure for document integration and record keeping.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 15/97** : **SENIOR PROGRAMME COORDINATOR REF NO: S030/2023**  
 Division: International and Regional Economic Policy (IREP)  
 (Fixed-Term Contract: 2 years/ 24 months)  
 Purpose: To co-ordinate and render an administrative support service in the achievement and promotion of an organised and integrated business environment.

**SALARY** : R424 104 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Degree (equivalent to NQF level 7) in Public Administration or Business Management or Project Management or Human Resources Management, A minimum 3 years' experience obtained in an administrative environment, Knowledge of the legislative framework on public administration and human resources management within government, Knowledge and exposure to the coordination of budget coordination processes, Knowledge of the analysis and interpretation of relevant internal policies for the correct application of determinations.

**DUTIES** : Some key outputs include: Business Support Promotion: Co-ordinate and perform quality assurance on processes pertaining to in-coming and out-going memoranda for enhancement of service delivery, Develop and maintain a filing system for record and audit purposes, Promote the effective execution of service delivery within the office and propose measures for improvement where necessary, Administer leave and other logistical requirements in the application of policy and procedures, Assist with the monitoring of procurement and administrative matters and verify correctness of claims and invoices, Record memoranda on the electronic filing system for record purposes, editing, etc, where applicable. Operational Support; Acknowledge and reaffirm meetings, invitations to workshops, Compile agendas of meetings, initiating the taking of minutes and follow-up on outstanding commitments, Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy, Stakeholder Relations and Engagement; Engage internal clients on the coordination and enhancement of the integration of processes and procedures, Attend to clients' needs, address concerns and complaints timeously, to improve working relations with stakeholders., Provide

logistical support to business unitsw, Budget Co-ordination: Assist with the preparation of relevant documentation pertaining to proposed consolidated budgetary inputs in compliance with the MTEF requirements and cycle, Assist with the monitoring of expenditure against commitments and report on possible over spending, Assist with the initiation process on the movement of funds between items after consultation with relevant stakeholders (Office of the Chief Financial Officer (CFO) and preparing the relevant supporting documents for execution.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 15/98** : **HUMAN RESOURCES OPERATIONS SUPPORT REF NO: S024/2023**  
Division: Corporate Services (CS)  
Purpose: To deliver an administrative support service to the National Treasury pertaining to the processing of employee benefits and other related activities.

**SALARY** : R359 517 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines in Human Resources Management, A minimum 2 years' experience obtained in remuneration and benefits administration, Exposure to human resources management framework on benefits administration; and Knowledge of PILIR and Probation Management.

**DUTIES** : Some key outputs include: Human Resources Benefits Administration; Administer all newly appointee's benefits requirements and advise clients accordingly, Implement operational processes and procedures efficiently, Provide advice and guidance to internal stakeholders on benefit administration pertaining to available leave days, etc. , Perform self-audits on benefits provision and follow-up on outstanding matters, Administer and monitor the HR System Change Control (SCC) process of employee Service Records and PERSAL profiles for conformity. Compliance to Policies and Procedures; Implement employee benefits according to broader compensation framework and DPSA resolutions, Administer and process all employee benefits according to set policies and procedures, Assist and advise internal clients on the PILIR process pertaining to incapacity leave, Assist with the provision of information to internal audit in compliance with benefits administration governance. Probation Administration; Conduct ICT assessments on outstanding probation reports for finalisation, Analyse the validity of probationary reports and scrutinize remarks for implementation, Advise on the extension of probationary periods, Analyse reports, trends and follow-up on outstanding reports negatively influence potential appointment of employees. Stakeholder Engagement; Consult clients on outstanding documentation for appointment, Provide feedback on progress of benefits due for implementation, Engage and provide solutions to clients pertaining to enquiries of benefits, Liaise with GEPF (GPAA), GEMS, SOMA and other external service providers on outstanding cases, etc.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

## OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

- National Office Midrand/Constitutional Court:** Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Mpumalanga Division of the High Court Middleburg/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Gauteng Division of High Court:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- KwaZulu Natal/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
- Eastern Cape** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

**CLOSING DATE**

- : 19 May 2023

**NOTE**

- : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth . All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The

Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

#### **OTHER POSTS**

- POST 15/99** : **CHIEF REGISTRAR REF NO: 2023/177/OCJ**
- SALARY** : R531 381 – R1 252 374 per annum, (MR6), (Salary will be in accordance with Occupation Specific Dispensation determination) Shortlisted candidates will be required to submit service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu-Natal Division of The High Court: Pietermaritzburg  
 : Matric certificate and an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience. Computer literacy, Leadership and managerial experience. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professional appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases 73 from initiation through to disposition. Make input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions.

- ENQUIRIES** : Technical Related Enquiries: Ms M Ries at (087) 1061 779  
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
- POST 15/100** : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2023/178/OCJ**
- SALARY** : R424 104 - R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor' degree in Public Management or Administration and related fields at NQF Level 6 (360 Credits). A Postgraduate qualification will be added advantage. A minimum of three (3) years' experience in Service Delivery Improvement Environment at Supervisory Level. Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. A valid Driver's License and willingness to travel. Skills and Competencies: Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of Batho Pele principles. Financial Management skills. Strategic leadership capability. Communication skills (verbal and written). Computer literacy. Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills. Ability to network. Influence and impact. Applied strategic thinking. Computer Literacy e.g. Excel, Word and PowerPoint.
- DUTIES** : Develop, maintain and/or facilitate the successful implementation of OCJ service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework. Maintain and/or facilitate the successful implementation of OCJ Service Delivery Charter. Ensure the successful implementation of the Batho Pele (BP) Framework in the OCJ. Develop, maintain and/or facilitate the successful implementation of the OCJ Service Delivery Improvement plan. Develop, maintain and/or facilitate the successful implementation of OCJ Service Standards; and participate in change management sessions for Service Delivery Improvements programmes.
- ENQUIRIES** : Technical Related enquiries: Ms K Motiyane Tel No: (010) 493 3264  
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 15/101** : **IT CO-ORDINATOR REF NO: 2023/179/OCJ**  
Re- Advertisement
- SALARY** : R424 104 - R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : KZN Provincial Service Centre
- REQUIREMENTS** : Matric certificate and a relevant three years National Diploma in Information Technology and a relevant IT certification with training/ project management modules and a minimum of three years appropriate experience. Two years' experience in LAN and Desktop Support Service. At least one year End –User training, project and systems management Experience in system's administration, helpdesk first line support and reporting. Valid Code 8 driver's license. ITIL certification. Skills and Competencies: Knowledge of government prescripts, regulations and laws. Knowledge of Development of the user training manuals, guidelines and procedures and drafting of budget Knowledge of Public Sector IT environment and Change Management. Above average communication skills, Good interpersonal relations, Training and presentation skills. Problem solving and analysis Planning and organizing Customer Service orientation.
- DUTIES** : Conduct infrastructure assessment (applications support and co-ordinate all related activities within the region. Manage project for the rollout of business systems and training. Provide end-user assistance with IT solutions and systems in the regions. Develop training manual/material on new and existing applications. Provide /conduct functional training on Business System Applications. Provide application first line support and liaison with the end user on LAN Support. Liaise with contracted service providers at the regions. Compile provincial reports on the IT system usage and Project Status Reports.
- ENQUIRIES** : Technical related enquiries: Ms M Ries at (087) 1061 779  
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

<b><u>POST 15/102</u></b>	:	<b><u>STATISTICAL OFFICER REF NO: 2023/181/OCJ</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate and a three-year National Diploma or Degree in Statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. A minimum of two (2) years' experience in a statistical environment (court environment will be an added advantage). A valid driver's license. Skills and Competencies: Statistical analysis and reporting. Problem solving skills. Good verbal and writing communication skills. Candidates will be subjected to a practical assessment in order to test skills and competencies.
<b><u>DUTIES</u></b>	:	Administer data collection instruments or tools for the Regional and District Courts. Establish channels for the collection of data for the Regional and District Courts. Train Judicial Officers and Court Officials on the usage of the data collection instruments or tools. Verification and validation of the Regional and District Courts reported performance information. Collate, analyse and interpret statistics and make presentations on the performance of the Regional and District Courts. Produce reports, statistical publications and newsletters. Report quarterly to the Regional Court Presidents Forum, the Chief Magistrates Forum or the Judicial Accountability Committee on the performance of the Regional and District Courts. Prepare Provincial Efficiency Enhancement Committee (PEEC) court performance reports for the respective Regional Court Presidents or Chief Magistrates. Prepare a court performance annual judiciary report for the Judicial Accountability Committee. Develop and maintain a database containing various datasets for the Regional and District Courts. Apply sampling and basic sampling statistical methods and also estimation and interpretation of advanced statistical tests methods. Attend to any court performance information related audit queries.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms M Moji Tel No: (010) 493 2567 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<b><u>POST 15/103</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: DEMAND AND TENDER MANAGEMENT REF NO: 2023/182/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate and a 3 year National Diploma / Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of 2 years' experience in Supply Chain Management preferably in a demand management and tender administrative environment. A valid driver's license. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations, notes, circulars and related prescripts. Computer Literacy: Communication skills. Ability to work under pressure and meet deadlines. Ability to work independently without supervision and to work well in a team environment.
<b><u>DUTIES</u></b>	:	Develop the Demand Management Plans and procurement plans, ensure that the bid advertisement, closing of bids and publication of awards is conducted, capture all awarded bids on a bid register and update bid register, Monitor and ensure the administration of validity of bids, Render advisory and secretariat service to appointed Bid Specification and Bid Evaluation Committees, Arrange and attend briefing sessions, Maintain a filing system for awarded bids, Prepare submissions and reports to Bid Committees, Provide supply chain advisory and support services to the organization, Coordination of bid related matters with end users and ensure that internal control measures are adhered to, Ensure compliance with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework act, Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms. N Ntimane Tel No: (010) 493 2561 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527

- POST 15/104** : **STATE ACCOUNTANT (X2 POSTS)**
- SALARY** : R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Eastern Cape Provincial Service Centre Ref No: 2023/183/OCJ  
Eastern Cape Division of The High Court Bisho, Ref No: 2023/184/OCJ
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/Degree in Finance or relevant qualification; at least three (3) years' experience in the financial environment; knowledge or experience in BAS and JYP; DFI (PFMA & Treasury Regulations). A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal) Accuracy & Attention to details, Planning & Organising skills Ability to work under pressure Analytical thinking Flexibility and interpersonal skills.
- DUTIES** : Payments of suppliers in compliance with our prescripts, Assist in the management of the process of purchasing of goods and services, Authorise payments on BAS and JYP, Management of stock, Quality assurance of all procurement documents/processes, Oversee the maintenance of all finance Registers, Give inputs on budget management, Monthly checking of budget, expenditure reports and shifting of funds ,Assist in the management of assets and Asset verification process, Assist with audit queries and provide the required documentation, Ensure safe keeping and filling of all financial documents, Checking of all S&T claims or allowances, Assist on submission of reports, Checking of Petty Cash Reconciliations (book keeping & reconciliation of ledge accounts);Supervise and Train subordinates.
- ENQUIRIES** : Technical related enquiries: Mr Z Mahanjana Tel No: (043) 726 5217  
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 15/105** : **JUDGES SECRETARY REF NO: 2023/185/OCJ**
- SALARY** : R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Matric certificate with one (1) to three (3) years 'secretarial experience or as an office assistant in a legal environment. A valid license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and a work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Words) and research capabilities.
- DUTIES** : Typing (or Formatting) of draft memorandum decisions, opinions or judgement entries written by or assigned by the Judge. Provide general secretarial/ administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meeting and official visits and make travel and accommodation arrangements. Safeguarding of all case files and endorsement of case file with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgement.
- ENQUIRIES** : Technical enquiries: Ms Zoleka Sondlo Tel No: (011) 359 7590  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 15/106** : **STATE ACCOUNTANT REF NO: 2023/186/OCJ**
- SALARY** : R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Provincial Service Centre
- REQUIREMENTS** : Grade 12 plus three-year National Diploma/ Degree in Finance/ Accounting Management/ or equivalent qualification on NQF Level 6. Minimum of three (3) years relevant experience. Knowledge of BAS and PERSAL and other government transversal systems. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and competencies: Honest and

- open minded, Presentable/ Acceptable: Assertiveness: Communication and interpersonal skills.
- DUTIES** : Payments to creditors and suppliers within the prescribed period as per Treasury Regulation; monthly checking of procurement documents; Checking of all payment documentation (S&T and overtime included) for compliance of prescripts; Supervise the issuing, recording, reconciliation, replenishment and safeguarding of petty cash; Supervise collection of revenue, perform banking and reconcile monies received and banked; Assistance in compilation and submission of monthly reports and registers; Compile journals for correction of miscalculations; Assistance with audit queries and processes; Supervision of staff.
- ENQUIRIES** : Technical related enquiries: Mr S Majola Tel No: (010) 494 8479  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 15/107** : **REGISTRAR REF NO: 2023/180/OCJ**
- SALARY** : R293 847 – R596 127 per annum (MR3 - MR5), (Salary will be in accordance with Occupation Specific Dispensation determination) Shortlisted candidates will be required to submit service certificate/s for determination of their experience (The successful candidate will be required to sign a performance agreement).
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court Johannesburg  
: Matric certificate and LLB degree or a four (4) year Legal qualification. A minimum of two (2) years 'legal experience obtained after qualification. Labour Court litigation experience will be an added advantage. Skills and Competencies: Excellent Communication (Verbal and Written), Computer literacy, Numerical Skills, Conflict management, Strong work ethics, Exceptional interpersonal skills, planning and organizing and control, Attention to detail, Ability to conduct Research, Customer service orientated, Problem solving and decision making skills, ability to work under pressure and meeting of deadlines, Managerial skills and professionalism.
- DUTIES** : Facilitate the signing of court orders and writ of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the Court file) taxation of bills of costs and endorsing settled bill of costs. Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and Court Manager. Co-ordination of Case Flows Management and support the Judiciary. Supporting the Court regarding quasi-judicial function. Effectively and efficiently correspondence with public private body and various other stakeholders. Supervise and Management of the staff. Provide practical training to and assistance to the Registrar's Clerk. Exercise control over the management and safe keeping of case records and records rooms. Deal with files in terms of the relevant codes and legislations. Manage submission of statistics to the reporting Registrar. Prepare and present cases for Audits. Manage performance in terms of Annual Performance Plan.
- ENQUIRIES** : Technical Related enquiries: Ms T Nzimande Tel No: (011) 359 5718  
HR Related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 15/108** : **ACCOUNTING CLERK: PAYROLL REF NO: 2023/187/OCJ**
- SALARY** : R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric Certificate and a Three (3) year National Diploma/Degree qualification in Accounting/ Finance. Minimum of 1-year internship experience in Finance Payroll and S&T. Knowledge of BAS, PERSAL. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulation and Public Service Act and Batho Pele Principles. Skills and Competencies: Interpersonal, Telephone etiquette, Computer Literacy, Communication
- DUTIES** : Capturing S&T, Journals and BAS payments, Updating Payroll Certificates Filling of documents, capturing of salary related transactions, Compile and capturing of suspense account
- ENQUIRIES** : Technical enquiries: Ms I Morare Tel No: (010) 493 2591  
HR related enquiries: Mr. A Khadambi Tel No: (010) 493 2527



<b><u>POST 15/109</u></b>	:	<b><u>ADMINISTRATION CLERK: CRT REF NO: 2023/188/OCJ</u></b>
<b><u>SALARY</u></b>	:	R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement. This post is strictly reserved for people with disabilities.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga Division of The High Court: Middelburg
	:	Matric certificate. A minimum of (1) year relevant experience will be an added advantage. A valid driver's license. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
<b><u>DUTIES</u></b>	:	Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and indictment. writing and tracing of summonses and writing of witness fees book. Safekeeping of court files. Completion and issuing of committal warrants of detention (J7 forms). Provide administrative support in general court and case flow management. Completion of case documents and other court documents. Provide secretarial assistance to the Judge when required. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and/or supervisor.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms A Malambe Tel No: (013) 492 2211 HR Related Enquiries: Mr. MV Maeko/Mr. M Jele Tel No: (013) 758 0000
<b><u>POST 15/110</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2023/189/OCJ</u></b>
<b><u>SALARY</u></b>	:	R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement. This post is strictly reserved for people with disabilities.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga Division of The High Court: Mbombela
	:	Matric certificate. A minimum of (1) year relevant experience will be an added advantage. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
<b><u>DUTIES</u></b>	:	Render general clerical support services within the component. Record, organise, store capture and retrieve correspondence and data. Update registers and statistics, handle routine enquiries, make photocopies and receive/send mails. Distribute documents/packages to various stakeholders as required. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Type letters and other correspondence. Perform variety of routine duties that are related to the activities of the Department.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms HC Venter Tel No: (013) 758 0000 HR Related Enquiries: Mr. MV Maeko/Mr. M Jele Tel No: (013) 758 0000
<b><u>POST 15/111</u></b>	:	<b><u>DRIVER/ MESSENGER REF NO: 2023/190/OCJ</u></b>
<b><u>SALARY</u></b>	:	R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Abet/Grade 10. A valid driver's licence, 2 years driving experience, Computer skills (Basic) Work Independently Multilingual communication skills (verbal and written) Knowledge of routes/areas in Gauteng. Behavioural Competencies: Honesty and integrity, Punctual and neat, Accept responsibility, Reliable and dedicated, Courteous and well mannered.
<b><u>DUTIES</u></b>	:	Provide transport service to the OCJ National Office, Perform messenger Services. Execute registry & postal services. Execute support services to the unit.
<b><u>ENQUIRIES</u></b>	:	Technical Related enquiries Ms Mathabiso Molemong Tel No: (010) 493 2650 HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<b><u>POST 15/112</u></b>	:	<b><u>HANDYMAN REF NO: 2023/191/OCJ</u></b>
<b><u>SALARY</u></b>	:	R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Abet/ Grade 10. 0-2 years' experience in Facilities Management or building infrastructure. Technical Competencies: Occupational Health and Safety Act,

- Knowledge of how to operate hand and power tools. Knowledge of building infrastructure layouts. Use of computer and basic software (outlook, excel and word). Behavioural Competencies: Communication skills, Team participation, Reliability, Punctuality, Innovative.
- DUTIES** : Execute minor general building maintenance, Attend to minor plumbing, electrical, and carpentry work, Provide handyman services at the National Office, Conduct routine weekly and monthly inspection of the building.
- ENQUIRIES** : Technical Related enquiries: Ms Kgomotso Tlou Tel No: (010) 493 8764  
HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 15/113** : **USHER MESSENGER REF NO: 2023/192/OCJ**
- SALARY** : R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court (Makhanda)
- REQUIREMENTS** : Abet/ Grade 10. Skills and Competencies: Computer literacy (MS Word/Excel), Good communication skills (written and verbal), Good interpersonal relations, Customer service, Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management.
- DUTIES** : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
- ENQUIRIES** : Technical related enquiries: Mrs L.R. Frazer Tel No: (046) 603 5000  
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Or apply via link below: <https://affirmativeportfolios.co.za/dpme>. Emailed applications will not be accepted
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 19 May 2023 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za).

## OTHER POST

- POST 15/114** : **SECTOR EXPERT: ECONOMY REF NO:19/2023**  
Chief Directorate: Economy
- SALARY** : R958 824.per annum (Level 12), (all-inclusive remuneration package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework
- CENTRE REQUIREMENTS** : Pretoria  
: A relevant 3 year tertiary qualification (NQF 7) in the area of Economics, Econometrics or related field with at least 6 years appropriate experience in the strategic economic sector (M&E experience preferable) or related fields of which 3 years must be at an ASD level. An NQF 8 qualification or specialised training/courses will serve as an added advantage. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem-solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.
- DUTIES** : The successful candidate will be responsible to Provide support in managing, developing, reviewing and supporting detailed planning, implementation, monitoring and evaluation of the Medium-Term Strategic Framework (MTSF) and National Development Plan (NDP) with regard to economic development. This entails assisting with developing, provide support in monitoring government programmes and assessing implementation and performance through the MTSF interventions and indicators, set priorities and targets and formulate intervention strategies in consultation with relevant stakeholders. Alignment of departmental/sector plans to government priorities for effective monitoring and reporting. Providing technical advice and support to political principals and other governance structures and bodies. Support branches within and outside DPME through participating in various committees and government structures to ensure implementation of the NDP through the MTSF, provide support to sector specific research. Provide support in managing the Economy Unit through efficient and effective management of human resources, operational planning and reporting on sectional activities.
- ENQUIRIES** : Mr M Lehong Tel No (012) 312-0540 / Eugene Geldenhuys or Destiny Penniken Tel No (011) 883 5035

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

**CLOSING DATE** : 22 May 2023

**NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

## MANAGEMENT ECHELON

**POST 15/115** : **DIRECTOR: CAPACITY AND FUNCTIONALITY AUDITS REF NO: DPSA 11/2023**

**SALARY** : R1 105 383 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the state's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Public Administration or related qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years at a Senior/Middle management level. Minimum of 8 years appropriate experience in Monitoring and Evaluation and/or compliance audits. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislation and policy framework, Government programmes such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, Knowledge of Public Service Policy Framework, and development processes. A self-driven individual in possession of the following technical skills and competencies: Policy Development and Analysis, Institutional Development, Design of Monitoring and Evaluation tools and systems (including tools for compliance auditing), Monitoring and Evaluation. Research skills, Problem Solving, Decision Making, Negotiation, Facilitation, Presentation, Conflict Management, Report Writing and Computer Literacy. The candidate must possess competencies in strategic management and leadership, programme and project management, human resource management, stakeholder

management and intergovernmental relations, planning and organising, as well as attributes such as communication, interpersonal relations, teamwork, initiative, openness and transparency, and analytical skills, in addition to holding a Senior Management Service Pre-entry Certificate

**DUTIES**

: Develop and maintain policies, norms, and standards for capacity building initiatives aimed at enhancing the implementation of Public Administration norms and standards in government institutions, and advise the Minister on the required capacity building initiatives to address gaps and weaknesses identified through the capacity and functionality audits. Manage and develop prescripts (Policies, Norms and Standards, Directives, Circulars, Frameworks, Guidelines etc. for capacity and functionality of institutions to develop and comply with Public Administration norms and standards. Manage and develop prescripts for audit of skills by institutions to develop and implement Public Administration norms and advice on capacity building initiatives. To manage the implementation of capacity and functionality audits of skills, systems, and processes in government institutions to develop norms and standards. Manage the provision of technical implementation support to address the weaknesses and gaps identified through the Capacity and Functionality Audits of skills, systems, and processes. Manage the Monitoring and Evaluation processes. Manage all the operations, systems, and processes of the directorate.

**ENQUIRIES  
APPLICATIONS**

: Dr. Halima Khunoethe Tel No: (012) 336 1226  
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement112023@dpsa.gov.za

**OTHER POSTS**

**POST 15/116**

: **DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: DPSA 13/2023**

**SALARY**

: R958 824 per annum (Level 12), (an all-inclusive remuneration package), Annual progression up to a maximum salary of R1 125 825 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE  
REQUIREMENTS**

: Pretoria  
: A Senior Certificate, an appropriate B. Degree or equivalent qualification in ICT at NQF level 7, or related qualification in the above-mentioned fields. Minimum of 2 years' experience at a middle management level. Minimum of 5 years' technical experience in an ICT environment. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government. Must have sound understanding of operations management; Understanding of data and information management theory and practice, Project Management; Understanding of Digital transformation, and Batho Pele Principles. Very good written and verbal communication, report writing, managing interpersonal conflict and problem solving, stakeholder management and coordination, financial management, project and program management, negotiation and presentation skills, initiative, and develop prescripts for information management.

**DUTIES**

: To develop prescripts on data and/or information management, support the implementation of the prescripts by national and provincial departments through the provision of technical advice, support, and capacity building. Monitor compliance and undertake the evaluation and impact assessment. Render advice and review such prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines) pertaining Information Management. Development and maintenance of Systems such as collection of data and analysis. Manage all the operations, systems, and processes of the Directorate. Provide advice and support to the MPSA, Cabinet, Parliament, and other internal and external stakeholders. the Public Administration.

**ENQUIRIES**

: Mr. N. Ntsimane Tel No: (012) 336 1287

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to [Advertisement132023@dpsa.gov.za](mailto:Advertisement132023@dpsa.gov.za)
- POST 15/117** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION NORMS AND STANDARDS ENFORCEMENT AND COMPLIANCE REF NO: 12/2023**
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R952 485 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria  
: An appropriate B. Degree in Public Administration or equivalent qualification at NQF level 7 in the field. Minimum of 3 years' experience at an Assistant Director (ASD) level (Middle Management) or equivalent. Minimum 5 years' appropriate experience in enforcing compliance or compliance monitoring. Must have the following competencies: Managerial skills, decision making, stakeholder management, change management, project and program management, research, diversity management, negotiation and facilitation, Generic problem solving, decision making, interpersonal relations, presentation, report writing, computer literacy and conflict management. Technical skills: services delivery theory and practice, compliance & enforcement, monitoring and evaluation and systems design. Knowledge of the Constitution of the Republic of South Africa, Government legislation, Public Service legislative and policy framework, Government programs such as the NDP, Key strategic priorities of Government, and sound understanding of operations management and the ability to travel when required.
- DUTIES** : To develop and implement prescripts for the enforcement of compliance with Public Administration norms and standards. To develop and implement templates to issue directions for improvement, enforcement response plans and compliance orders, to improve compliance to Public Administration norms and standards. Support the monitoring and enforcing of compliance by departments and other relevant institutions and assist with reporting to the Minister for the Public Service and Administration. Provide technical and implementation support to institutions with a focus on improving compliance.
- ENQUIRIES APPLICATIONS** : Mr. Kuben Govender Tel No: (012) 336 1581  
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to [Advertisement122023@dpsa.gov.za](mailto:Advertisement122023@dpsa.gov.za)
- POST 15/118** : **LIBRARIAN REF NO: DPSA 14/2023**
- SALARY** : R294 321 per annum (Level 07). Annual progression up to a maximum salary of R343 815 per annum is possible subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria.  
: A Senior Certificate, a National Diploma/Degree in Librarian/Information Science or Knowledge Management at NQF Level 6. Minimum of 2 years' experience in a Library environment. Knowledge of Change Management, Knowledge Management, Project Management, the Access to Information Act, and Knowledge of the Operating Library's Management Applications (Inmagic, Lexis Nexis, and SABINET) and Hardware Computer Literacy. Ability to work under stress during peak workload periods. Ability to consistently demonstrate professional behaviour, formulate ideas, and clearly communicate ideas to others. Good client orientation and customer focus. Good communication skills (verbal and written) and innovation skills.
- DUTIES** : To develop and implement library and knowledge management processes, policies, and procedure. Support employees when looking for reading or research materials. Managing inquiries over the counter via email or telephone. Provide support to plan and coordinate regular knowledge management

activities. Set up new account and issue library cards and maintain library equipment in a proper working order. Maintain records of new and used items received, issued, stored, and returned, and file according to library system. Provide office administration support service and coordinate unit meetings and serve as a secretary. Review library subscriptions and quotes from suppliers. Generate reports and ordering equipment and stationery.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms. T.T. Stuurman Tel No: (012) 336 1227
- : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement142023@dpsa.gov.za



**DEPARTMENT OF SMALL BUSINESS DEVELOPMENT**

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

- CLOSING DATE** : 22 May 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. 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>

**OTHER POSTS**

- POST 15/119** : **DEPUTY DIRECTOR: SMME POLICY & OVERSIGHT "REF NO: DD: SMME P&O"**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and Bachelor's degree (NQF level 7) in Economics / Development Studies as recognised by SAQA. Postgraduate qualification in economics will be an added advantage. 5 years' relevant experience in research and policy development environment of which 3 must be at an (Assistant Director) level. Ability to research, analyse and evaluate information, policies, strategies, and standards. Ability to influence and coordinate policy development to align with government objectives. Training in Computer Literacy (MS Office Packages), Policy Development and Research. Have proven skills and competencies: Communication (Verbal and Written), Research, Leadership, Programme & Project Management, Financial Management, Change Management, Client orientation and customer focus, Problem-solving and analysis and Service Delivery Innovation.
- DUTIES** : Manage the Sub-Directorate: SMME Policy & Oversight inclusive of but not limited to: (providing inputs and managing the implementation of the directorate's operational plan, execute and plan the delivery, allocation of work, managing performance, development, and discipline in accordance with relevant employment policies, etc). Develop evidence-based policies, strategies, master plans, frameworks, standards, and codes that will direct and inform the development of entrepreneurs, small enterprises, cooperatives, and the informal sector. Design and/or develop policies, strategies, and interventions for prioritized programmes and sectors in collaboration with the relevant sector development units. Review existing policies, strategies, frameworks, and standards based on local and international best practice and report on the implementation thereof and make recommendations for adjustments if required. Provide policy position papers. 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) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD: SMME P&O"
- 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).
- POST 15/120** : **OFFICER: COOPERATIVES BUSINESS SUPPORT "REF NO: OCBS"**
- SALARY** : R359 517 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and Bachelor's Degree (NQF 7) in Public Administration/ Business Management /Development Studies / Social Sciences / Economics as recognised by SAQA. 2-3 years' relevant work experience in Cooperatives Environment or related area. Computer Literacy (MS Office Packages). Driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical Thinking, Attention to detail, Creative Thinking and Problem Solving, Judgement of Analysis and Standard Project Management.
- DUTIES** : Conduct research on factors impacting on the creation of enabling business environment for Cooperatives. Contribute to the development of policies and strategies and frameworks that will inform the establishment, growth and sustainability of Cooperatives inclusive of but not limited to: (Develop SOPs, Templates and Database maintenance). Contribute to the review of existing programmes, models and mechanisms and provide inputs on the design and pilot of new and improved programmes. 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) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF REF NO: OCBS"
- 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).

## SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : South African Police Service, Private Bag X 302, Pretoria, 0001 or hand deliver at 231 Watchuis Building, Francis Baard Street, Pretoria, 0001
- CLOSING DATE** : 19 May 2023
- NOTE** : Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted (where required) will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be posted / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

## OTHER POST

- POST 15/121** : **SECRETARY REF NO: DS 02/2023 (X1 POST)**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : National Head Office - Organised Crime Investigation: Division, Detective & Forensic Services, Watchuis Building, Pretoria,
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field Administration will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work under pressure and extended hours.
- DUTIES** : To provide secretarial support functions to the office of the Component Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Component Head. Liaise with other Components and Sections on matters relating to the Component Head's office. Maintain good record keeping, filing and bring forward system. Handle

**ENQUIRIES**

confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary manually and electronically as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone and computer). Serve refreshment to visitors and during meetings. Manage office inventory.

: Lieutenant Colonel WB Chauke Tel No: 012 393 1633 / PPO TS Kgwedi Tel No: 012 393 1277 PPO NT Lehapana 012 393 1968

## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

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

- APPLICATIONS** : [recruitment@dsac.gov.za](mailto:recruitment@dsac.gov.za) No hand-delivered or applications sent via post/ mail will be accepted. ONLY emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 19 May 2023 at 16:00
- NOTE** : It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the email address indicated above. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), the evaluation certificate will be requested should the applicant be shortlisted. Applicants must be South African citizens or a Permanent Residents. If shortlisted, all non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credits records The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. 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 committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. Note: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you

have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

**MANAGEMENT ECHELON**

- POST 15/122** : **DIRECTOR-GENERAL REF NO: DSAC-01/05/2023**
- SALARY** : R2 068 458 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, an Undergraduate Qualification and a postgraduate qualification (NQF level 8) in Public Administration/s Public Management or any other related qualification as recognized by SAQA. Qualifications in the field of sport, arts, culture and heritage, would be an added advantage, 8-10 years’ proven experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Additional Requirements: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) and the Public Finance Management Act, 1999 (PFMA). Proven strong belief and commitment to good governance, development and excellence in Sport, Arts and Culture sector The ability to drive transformation in Sport, Arts, culture and heritage sector The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department Knowledge, understanding and implementation of the Acts and Regulations pertaining to the Sport, Arts, Culture and Heritage sector Sound understanding of the National Programme of Action and the role of SACH sector Proven capabilities in general core competencies for SMS in the Public Service including Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment •Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.
- DUTIES** : The incumbent will serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Ensure that the DSAC has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfil all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department’s mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of harmonious labour relations. to ensure top-class service delivery that will impact on all levels of society especially at grassroots level. Provide and oversee the modernization of services to accelerate business processes through digital platforms and to provide translation and or editing services to DSAC and all other department and their entities. Provide strategic leadership and direction to increase the access of South African citizens to sport and recreation facilities and mass participation opportunities. Provide strategic leadership and vision to ensure transformation in the sport, culture and heritage sectors. Provide strategic

guidance to support high-performance athletes and professional artists to achieve success internationally. Provide strategic leadership and direction to ensure an integrated and inclusive society/ Social Cohesion. Provide strategic support to strengthen the oversight, monitoring and evaluation role of the Department toward all relevant sport, arts, culture and heritage entities. Provide strategic direction and guidance to improve the effectiveness and efficient delivery of the Infrastructure Project. Provide strategic leadership and vision to ensure that the Department support national arts organizations, professional artists and new flagship projects and initiatives. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Manage the performance of staff reporting directly to the Director-General.

**ENQUIRIES** : Ms Z Lamati Tel No: (012) 441 3831

#### **OTHER POST**

**POST 15/123** : **COMMUNICATIONS OFFICER: VIDEOGRAPHER REF NO: DSAC-INT 02/03/2023**  
(Six Month Contract Position)

**SALARY** : R294 321 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three-year Degree or National Diploma (NQF 6) in Communications / Marketing / Public Relations / Journalism or relevant qualification; 1-2 years relevant experience in photography and videography; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence; General knowledge of government programmes and relevant legislation; Knowledge and understanding of photography and videography; Creative and editing abilities; Computer literacy; Planning and organising skills; Good communication (verbal and writing skills); Good interpersonal relations; Ability to work independently; Ability to multitask; Ability to take initiatives; Ability to adapt to changes; Ability to cope with pressure.

**DUTIES** : The purpose of this position is to utilise the audio-visual materials to raise awareness about the work of the department; Produce, receive and compile information and circulate it to internal stakeholders; Ensure proper write-up and dissemination of relevant content; Coordinate relevant content for internal stakeholders to keep them updated; Assist operate and maintain internal communication resources; Monitor content placed on various internal platforms including information boards; Capture good quality videos for the department; Edit the videos and produce final product; Share the video footages with relevant internal and external stakeholders; Archive the video footages for future usage; Source the video footages for internal platforms; Produce pictures of good quality for the department; Download, edit and archive pictures; Distribute pictures to internal and external stakeholders; Make pictures available for all available platforms including social media; Create a spreadsheet for the pictures taken; Assist create internal awareness about the departmental projects and programmes; Assist with content development for the implementation of internal communication activities; Assist liaise with relevant stakeholders to implement internal communication plans; Assist with administrative related duties for internal communication; Maintain photo library and archival of audio-visuals of the department.

**ENQUIRIES** : Ms Z Velaphi Tel No: (012) 441 3010

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via email to [dticapplications@tianaconsulting.co.za](mailto:dticapplications@tianaconsulting.co.za) ;OR posted to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017. (NB: The post name must appear in the subject line of the e-mail OR on the envelope); Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria
- CLOSING DATE** : 22 May 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The DTIC reserves the right not to fill any advertised position(s).

## MANAGEMENT ECHELON

- POST 15/124** : **DIRECTOR: 12I REF NO: IFB - 060**  
Overview: To ensure the effective administration and management of all applications, monitoring of approved projects and overall reporting on applications and projects under section 12i of the Income Tax Act.
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An undergraduate qualification (NQF Level 7) in Financial Accounting or equivalent qualification. 5 years' relevant middle / senior managerial experience in an economic environment. Skills/Knowledge: Experience in managing incentive programmes, performance and financial management, monitoring and evaluation, research and planning, stakeholder management, people management, project management, performance management, relationship management, change management, strategic capability, and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act, and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.
- DUTIES** : Marketing of 12i: Create client awareness and education, e.g. pre-application meetings with applicants, distribution of information material, and dealing with client queries. 12i regulatory framework: Propose changes to Act and Regulations and/or responding to requests for changes from other stakeholders. Establishing of the 12i Adjudication Committee: Facilitate the establishment and maintenance of the 12i Adjudication Committee according to regulatory requirements. Coordinate the Adjudication Committee meetings and interactions. Stakeholder management: Stakeholder liaison/escalations to ensure integrity of 12i as well as client satisfaction e.g. Managing Directors, the



Minister, National Treasury, SARS, etc. Create platforms for continuous engagements with key stakeholders, including divisions within the dtic, other Government departments and tiers of government, key SOEs, organized business and labour. Liaising, consulting and networking with appropriate and relevant stakeholders. Represent the department in all forums and focus groups. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the unit. Direct and manage the directorate: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Report at various levels e.g. Annual Parliamentary Report, Monthly Reports, etc. Procedures, processes and mechanisms: Design and maintain effective procedures, processes and mechanisms for administering the section 12i Tax Allowance to ensure regulatory compliance and continuous monitoring of approved projects. Record, review and track all 12i applications, their status and outcome.

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

**POST 15/125** : **DIRECTOR: INVESTMENT PROJECTS REF NO: IFB - 111**  
 Overview: To promote the DTIC incentives uptake through the strategic use of partners and focused customer care in specific provinces.

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)  
 : Pretoria

: An undergraduate qualification (NQF Level 7) in Economics / Finance / Business Administration / Public Management. 5 years' relevant middle / senior managerial experience in an economic environment. Skills/Knowledge: Experience in managing incentive programmes, performance and financial management, monitoring and evaluation, research and planning, stakeholder management, people management, project management, performance management, relationship management, change management, strategic capability, and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act, and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

**DUTIES** : Stakeholder management: Manage Customer Relations, including consultations with internal and external stakeholders. Create platforms for continuous engagements with key stakeholders, including divisions within the dtic, other Government departments and tiers of government, key SOEs, organized business and labour. Work closely with other Government departments to develop a supporting policy environment to implement. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of the industry. Represent the department in all forums and focus groups addressing the industry challenges. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the unit. Directorate management: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Management of record keeping within the business unit. Monitoring and Evaluation: Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Marketing and access to dtic incentives: Ensure appropriate advice is given to customers on incentives and the application processes. Conduct targeted information sharing and capacity building workshops on the guidelines and technical completion of the incentives application forms. Oversee the pre-screening of customer's applications for completeness and accuracy and the provision of business advice to customers with regards to incentives. Oversee the satisfaction surveys by the customers that have accessed dti incentives.

Oversee profiling of success stories related to the uptake of dti incentives. Oversee liaison with the Communications & Marketing on opportunities for mass communication to potential customers on incentives (exhibitions, local radio stations and publications). Liaise with Communication & Marketing in the formulation and implementation of communication strategies on incentives. Ensure focused communication with stakeholders on both new and revised incentives guidelines through appropriate channels and publications. Manage the interface between the branches and stakeholders in provinces: Oversee the participation of relevant officials within the dtic divisions to address the needs of potential customers and partners. Ensure that operational support is provided to officials in the dtic in the promotion of access to dtic offerings. Oversee the compilation of databases of the dtic beneficiaries and stakeholders within the provinces. Identify success stories from the provinces based on the take-up of the dtic offerings.

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

#### **OTHER POSTS**

**POST 15/126** : **DEPUTY DIRECTOR: CRITICAL INFRASTRUCTURE PROGRAMME REF NO: IFB - 182**

Overview: To manage the CIP programmes and ensure the appropriate support functions are in place for the effective and efficient administration of incentives.

**SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive remuneration package)  
: Pretoria

: A three – year National Diploma / B Degree in Economics / Finance / Business Administration / Public Management. 3 – 5 years’ relevant managerial experience in an economic environment. Skills/Knowledge: Experience in incentive programmes. Experience in report writing, conducting economic research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, analytical skills, presentation skills, customer focus, planning and organising skills and time management skills. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.

**DUTIES** : Applications evaluated against quality standard and turnaround times: Manage, control and monitor the production, workflow business processes applications and claims. Contribute effectively, design and implement internal work processes. Contribute effectively to review claims guidelines. Provide inputs with regard to business plans. Ensure compliance with the guidelines. Interaction with customers on their applications and claims. Compare and verify accuracy of figures. Risk management to prevent fraudulent approvals/activities. Verify company information. Attend and resolve audit queries. Conduct business site visit. Financial Management: Draft cash flow, update and review budgets. Control expenditure against approved budget. Customer Care: Supervise, monitor and ensure implementation of proper customer care interventions are in place, such as setting time frames for customer queries feedback. Interact, guide, assist and intervene on to assist clients on their claim queries. Compilation of accurate performance reports, recommendation and adjudication committee meetings: Prepare weekly/monthly and quarterly/annual performance reports Prepare presentation for the adjudication committee meeting and provide technical inputs. Prepare presentation for the adjudication committee meeting and provide technical inputs. People Management: Monitor and manage the performance of assistant directors and other officials in the unit. Manage Human Resources.

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

<b><u>POST 15/127</u></b>	:	<p><b><u>DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: IFB – 100/116 (X2 POSTS)</u></b></p> <p>Overview: To manage and promote the accessibility of the dtic offerings through the strategic use of provincial partners and focused customer care in the specific province.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R958 824 per annum (Level 12), (all-inclusive remuneration package)</p> <p>Pretoria</p> <p>A three – year National Diploma / B Degree in Economics / Commerce / Business Administration / Business Management. 3 – 5 years' relevant managerial experience in an economic environment. Skills/Knowledge: Experience in incentive programmes. Experience in the development of communication and marketing strategies. Experience in evaluating business plans and conducting viability financial studies. Experience in report writing, conducting research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, planning and organising skills and time management skills. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.</p>
<b><u>DUTIES</u></b>	:	<p>Disseminate Information on Incentive Schemes: Distribute print material to stakeholders. Respond to electronic request for incentive information. Facilitate Website updates. Communication Strategies: Develop and revise communication strategies (Incentive specific, generic, project based regional) as per Business Plan. Implement communication strategies with Regional and Programme Managers. Communication and Marketing: Identify advertising and PR needs position (both mass and targeted communication) and facilitate these interventions. Profile success stories and the dtic empowered projects. Participate and expose trade shows and exhibitions. Event Coordination. Facilitate and manage production of information material and promotional items. Stakeholder Relations: Build and maintain relationship with both internal &amp; external stakeholders. Capacitate stakeholders on the dtic offerings and participate at information offering session. Provide support in liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in identification of stakeholders needs. Create and maintain stakeholder's database. Supplier/ Service Provider Management: Liaise with and manage service provider for marketing needs. Follow proper procurement processes. Ensure coordination of all administrative aspects for the unit: Handle all enquiries and requests. Compile progress reports on a monthly basis on the projects with regards to time-lines and budgets. Establish and maintain an electronic database on progress reports.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: 012 394 1809/1835</p>

## DEPARTMENT OF WATER AND SANITATION

<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>NOTE</u></b>	:	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 <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity 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. <b>ERRATUM:</b> (Head Office): Kindly note that the following posts were advertised in Public Service Vacancy Circular 13 dated 07 April 2023, Assistant Director: Billing Operations (X2 Posts) Ref No:020523/04, the posts have been withdrawn.

## MANAGEMENT ECHELON

<b><u>POST 15/128</u></b>	:	<b><u>DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 190523/01</u></b> Chief Directorate: Corporate Planning and Organisational Performance
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 qualification in Organisational Development or relevant. At least (6) six – (10) ten years' experience in Organisational Development environment of which (5) five years should be at middle / senior managerial level Knowledge and experience in organisational design principles Knowledge and experience in Re-engineering processes Knowledge of policy development and implementation. Knowledge of HR information. Knowledge and understanding of all the relevant legislation including PSA, PFMA, PSR,

etc. Good communication, presentations, and networking skills Knowledge of techniques and procedures for the planning and execution of organisational design operations. Knowledge of Labour relations processes Strategic capability and leadership Excellent communication (verbal and written) skills Programme and project management skills Excellent change and knowledge management skills Improve service delivery and innovation Good problem solving and analysis Good people management and empowerment Client orientation and customer focus Ensure accountability and ethical conduct.

**DUTIES** : The provision of organizational behavioral services by devising and implementing appropriate OD interventions and change management strategies. Review, align and maintain OD related systems, practices, and procedures. Devise strategic interventions relating to organisation design. The maintenance of organizational development information. The management of human and financial resources in the OD directorate.

**ENQUIRIES** : Ms. B Manyakanyaka Tel No: 012 336 7724  
**APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

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

#### **OTHER POSTS**

**POST 15/129** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 190523/02 (X2 POSTS)**  
 Branch: Water Resource Management  
 SD: Analytical Services

**SALARY** : R687 879 - R1 035 084 per annum, (all-inclusive OSD salary package), (Offer based on proven years of experience)

**CENTRE** : Roodeplaat Dam, Resource Quality Information Services (RQIS)  
**REQUIREMENTS** : A Science degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. Major in Chemistry or Biochemistry will be an added advantage. Appointment with SANAS (South African National Accreditation System) as contracted assessor will be an added advantage, proof of appointment/contract with SANAS to be attached. Knowledge and experience in the following will serve as recommendations: Experience in preparing and analysing water and sediment sample using ISO 17025:2017 accredited analytical methods. Knowledge of ISO 17025:2017, SANAS and regulatory requirements. Experience in performing validation/verification of analytical methods, performing statistical analysis, performing internal audits, using a Laboratory Information Management System (LIMS). A valid and unexpired driver's license. Computer literacy with and the ability to use common standard software packages such as MS Word, MS Excel, Power point, Outlook and the Internet. Professional work perceptions with good verbal and written communication skills. Proven ability to communicate scientific information concise and clear in writing and verbally. Knowledge of Occupational Health and Safety Act and safety principles.

**DUTIES** : Develop, validate, verify and improve analytical methods as per ISO 17025:2017 and SANAS requirements. Perform internal audits on all laboratory activities as well as the Quality Management System (QMS) as per ISO 17025:2017 requirements. Supervise and train laboratory personnel to have a highly motivated and effective team. Participate in competency evaluation of all laboratories activities in sessions called planned job observations (PJOs). Organise and evaluate proficiency testing participation as well as continues competency for all laboratory activities. Develop, implement, maintain and improve the QMS to sustain method accreditation with SANAS. Provide the necessary technical and scientific support to laboratory activities to ensure the consistent delivery of reliable and accurate results. Maintain, improve and procure equipment. Procure services and supplies according to government procedures. Maintain and improve a safe and healthy work environment. Maintain and improve the Laboratory Information Management System (LIMS).

**ENQUIRIES** : Ms J. Lekekiso Tel No: (012) 808 9570  
**APPLICATIONS** : Pretoria (Head Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag

X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria.

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

**POST 15/130** : **ENVIRONMENTAL OFFICER: PRODUCTION GRADE A-C REF NO: 190523/03**  
Branch: Provincial Cooperation and International Coordination: Free State

**SALARY** : R310 767 – R531 117 per annum, (OSD), (Offer will be based on years of experience)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : National Diploma in Environmental Management or Natural Science or relevant. Experience in a water services management or regulation will be an added advantage. A valid and unexpired driver's license. Computer skills (MS Office). Good presentation and communication skills. An understanding of water resources, and water services-related legislations such as the National Water Act 1998, Water Services Act 1997, etc. An understanding of the National Blue and Green Drop Programs. Willingness to travel and work extensive hours.

**DUTIES** : Perform detailed inspections of water and wastewater treatment plants and compilation of detailed inspection reports. Investigate drinking water quality failures. Investigate and compile detailed reports for sewer spillages and pollution incidents. Conduct routine monitoring of drinking water and wastewater effluent quality and issue non-compliance letters. Support the implementation of the National Blue and Green Drop Programs within water services institutions. Monitor compliance and progress of corrective action plans for the National Blue and Green Drop Programs. Evaluate and comment on Environmental Impact Assessments, Basic Assessment Reports, and Environmental Management Plans.

**ENQUIRIES** : Mr G Janse van Noordwyk Tel No: (051) 405 9000

**APPLICATIONS** : Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to: Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION** : Ms L Wymers

**POST 15/131** : **ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 190523/04**  
Branch: Water Resource Management  
SD: Analytical Services

**SALARY** : R202 233 per annum (Level 05)

**CENTRE** : Roodeplaat Dam, Resource Quality Information System (RQIS)

**REQUIREMENTS** : A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. Computer Literacy. Knowledge of the Occupational Health and Safety Act. (OHS). Knowledge of ISO 17025. Experience in the laboratory will be an added advantage.

**DUTIES** : Maintenance and monitoring of laboratory equipment and environment. Preparation of samples according to laboratory Standard Operating Procedures (SOPs). Removal and sterilization of waste. Cleaning of glass and plasticware. Changing and handling gas cylinders. In-house training of personnel, graduates, and interns on activities related to the work. Capture monthly water-related data. Maintain and calibrate laboratory glassware, thermometer, balance, dispensettes, and micropipette. Stocktaking of laboratory consumables. Preparation of Stock Standards.

**ENQUIRIES** : Ms. J. Lekekiso Tel No: (012) 808 9570

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

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

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

- APPLICATIONS** : Applications must be submitted as follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer
- FOR ATTENTION** : Ms N. Gemby
- CLOSING DATE** : 19 May 2023
- NOTE** : Applications received after closing date will not be considered. No Faxed, No Hand Delivered, No E-Mailed applications will be accepted. 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](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the 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. 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC CoGTA Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## OTHER POSTS

- POST 15/132** : **ADMIN OFFICER: LAND SURVEY AND CADASTRAL INFORMATION REF NO: COGTA 02/04/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815. per annum (Level 07)  
: Bhisho  
: An undergraduate qualification (NQF level 6) in Public Admin/ Management or related field. One to two year's working experience. Research skills, knowledge of cadastral survey & land admin legislations, project management, monitoring & evaluation, Supply Chain processes will be an added advantage. Computer literacy (Microsoft Office -365, Google Earth, Internet Search). Valid Driver's license code 08 (EB). Competencies: Report Writing, Presentation skills, Research skills; Stakeholder Management, Physical & electronic records management, Minute taking & meeting management, Supply Chain Management.
- DUTIES** : Disseminate land parcel and mapping information to the Public & Municipalities. Facilitate project meetings for the directorate with Municipalities & other stakeholders. Acquire land parcel information required for cadastral survey projects from the office of the Surveyor General. Attend project meetings with Municipalities as and when required. Facilitate procurement of goods & services. Keep track of projects undertaken and draft reports. Provide general admin support.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/133** : **PERSONAL ASSISTANT: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA 03/04/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815.per annum (Level 07)  
: Bhisho  
: An undergraduate qualification (NQF level 6) in Office Management. One to two year's working experience in the relevant environment. An exposure to Local Government environment will be an added advantage. Computer literacy (Microsoft Word, Ms Excel, Ms PowerPoint, MS Outlook). Valid driver's license code08 (B).
- DUTIES** : Facilitate the smooth running of Director's office. Facilitate the availability of all the records at all times. Asses' incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the resources of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director claims to the approving authority, monitoring the submission of the Director's. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/134** : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA 04/04/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Human Resource Management /Public Management / Public Administration/Social Science or related field with no work experience OR Senior Certificate (NQF Level 4) with two year's working experience. Experience in Human Resource Management will be an added advantage. Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process, secondments. Facilitate that reference checks for interviewed candidates are conducted prior assumption of duty. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre-employment screening forms), Acting appointments, Transfer, Relocation,



- Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/135** : **SENIOR PERSONNEL OFFICERS: HR CONDITIONS OF SERVICES REF NO: COGTA (05/04/2023) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS:** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Human Resource Management /Public Management / Public Administration/ Social Science or related with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Experience in Human Resource Management will be an added advantage. Computer literacy.
- DUTIES** : Facilitate payment of Housing Allowances, process pensions on PCM, capture leaves of absence, auditing of attendance register and terminate employees on PERSAL.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/136** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA (06/04/2023) (X8 POSTS)**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
: Dalinyebo Region (X2 Posts)  
: Qaukeni Region (X3 Posts)  
: Rharhabe Region (X2 Posts)  
: Nyandeni Region (X1 Post)
- REQUIREMENTS** : National Higher Certificate/Diploma (NQF Level 5) with no work experience or Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy.
- DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/137** : **STENOGRAPHER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA (07/06/2023)**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Public Relations/Public Administration with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer literacy: Ms. Word, Ms. PowerPoint, Excel, email and Internet. Code 8 Drivers' licence. Competencies: Accurate data recording skills. Secrecy and Confidential skills.
- DUTIES** : To accurately record and transcribe all proceedings of House sittings, Exco meetings and Chair of Chairs Committee meetings. To provide accurate minutes or reports of such proceedings. Ensure that all documents and deliberations of House sittings, Exco or Chair of Chairs are kept safe and in confidential manner at all times. To develop resolution register from House sittings, Exco meetings and Chair of Chairs Committee meetings. To keep track of progress on resolutions taken from House sittings, Exco meetings and Chair of Chairs Committee sittings and provide continuous update to the

supervisor or management. Perform other duties that may be assigned to him/her in relation to coordination of House events.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/138** : **RECEPTIONIST: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA (08/04/2023)**

**SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) with no working experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy: MS Word, MS Office, Email, Excel, PowerPoint and Internet. Valid EB (Code 08 drivers' licence will be an added advantage. Competencies: Customer service skills. Organisational skills.

**DUTIES** : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of institution. Perform clerical duties such as photocopying, faxing, documents, maintain reception equipment and malfunctions. Provide necessary administrative support when required.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/139** : **SENIOR ADMIN CLERK: AUXILIARY SERVICES REF NO: COGTA (09/04/2023)**

**SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Public Administration/ Public Management/Social Science or related field with no working experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy: MS Word, Excel, PowerPoint and Outlook. Valid EB (Code 08 drivers' licence. Competencies: To be able to work under pressure, unsupervised and after hours.

**DUTIES** : Perform administration duties for telecommunication. Facilitate and monitor cleanliness in the department. Monitor office accommodation. Facilitate maintenance of buildings.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/140** : **SENIOR ADMIN CLERK: PROCUREMENT ADMINISTRATION REF NO: COGTA (10/04/2023)**

**SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Senior Certificate, plus National Diploma (NQF Level 5) in Supply Chain Management/equivalent Finance related qualification or Senior Certificate (NQF Level 4) with two years working experience in Supply Chain Management. Computer Literacy: Microsoft Power Suit (Excel, Word, and PowerPoint). LOGIS knowledge will be an added advantage. Valid EB (Code 08 drivers' licence. Competencies: Demonstrative computer literacy (word processing, spreadsheets, presentations), understanding of SCM related Prescripts, basic numeracy, analytical thinking, problem solving skills, organising and time management. Ability to work effectively with officials across all levels within the Department, Good teamwork, excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette.

**DUTIES** : Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Reconcile manual orders to LOGIS whenever necessary. Provide technical assistance to cost centres, SCM and Finance. Draw report and interpret financial data. Create contract information and link to ICN and supplier number. Willing to work irregular hours.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/141** : **CLEANERS: PROVINCIAL HOUSE OF TRADITIONAL LEADERS & OR  
TAMBO DSC REF NO: COGTA (11/04/2023) (X2 POSTS)**

**SALARY** : R125 373 - R145 077 per annum (Level 02)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ABET (Level 4 or NQF level 1-3) with no experience. Competencies: Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication skills.

**DUTIES** : Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, kitchen are clean. Prepare tea and other refreshments. Empty dust bins.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

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

***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.***

<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>NOTE</u></b>	:	<p>Applications must be submitted on new Z83 form. “Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a>. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.” Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG’s website at <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a>.</p> <p>Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.</p>

**OTHER POSTS**

<b><u>POST 15/142</u></b>	:	<b><u>HEAD CLINICAL DEPARTMENT: PLASTIC SURGERY REF NO: H/H/7</u></b>
<b><u>SALARY</u></b>	:	R2 354 559 - R2 252 583 per annum, OSD, (excluding Commuted Overtime), all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Universitas Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical specialist in Plastic Surgery. Current valid registration with HPSA as a Medical Specialist in Plastic Surgery for the period of 2023/2024. A minimum of 3 years’

appropriate experience as a Medical Specialist after registration with the HPCSA in Plastic Surgery. Valid driver's license. Recommendations: Provide evidence of leadership qualities and experience. Provide evidence of Teaching and Learning. Research qualifications in the Plastic Surgery field, either MMed or a PhD. Evidence of good professional standing, eg, membership of professional organisations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA. National Associations/committees, etc. Knowledge And Skills: Knowledge of Public Service legislation, policies, and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity. and a strong work ethic.

**DUTIES** : Service delivery and medical administration: Manage and supervise the provision of outreach, in-reach, and support services in the Free State Province, Rendering commuted overtime is compulsory. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Provide a leading role in the field of research, including conducting and supervising research. Perform clinical governance and ensure compliance with legal and statutory requirements within the FSDOH, OHSC, HPCSA, CMSA, and UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Clinical Services/CEO: UAH and the Head of School: Clinical Medicine and Dean: UFS. Monitor and evaluate relevant, effective clinical indicators, including clinical audits.

**ENQUIRIES APPLICATIONS** : Dr R Nathan Tel No: 051 405 3496  
: can be sent to the Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered at Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Mr MJ Baleni

**POST 15/143** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: H/M/26**

**SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 386 069 - R1 469 883 per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 605 330 - R1 972 647 per annum, OSD, (excluding Commuted Overtime)  
all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

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

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

**ENQUIRIES APPLICATIONS** : Prof A Sherriff Tel No: 051-405 2646  
: Applications to be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 15/144** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: H/M/27**

**SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 386 069 - R1 469 883 per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 605 330 - R1 972 647 per annum, OSD, (excluding Commuted Overtime)  
all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Urology Department, Universitas Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical specialist in Urology. Current valid registration with HPSA as a Medical Specialist in Urology. Current registration with the HPCSA for the period of 2023/2024. Experience **Grade 1:** None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. Valid driver's license. Knowledge And Skills: Knowledge in teaching and learning medical students and registrars.

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

**ENQUIRIES APPLICATIONS** : Prof FM Claassen Tel No: 051-405 3542  
: to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street. Universitas, Bloemfontein

**FOR ATTENTION** : Me A Lombard

**POST 15/145** : **CLINICAL PHARMACOLOGIST GRADE 1 REF NO: H/C/37**

**SALARY** : Grade 1: R1 214 805 - R1 288 095.per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 386 069 - R1 469 883.per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 605 330 - R2 001 927 per annum, OSD, (excluding Commuted Overtime)  
all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Phramacology Department, Universitas Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Clinical Pharmacologist and appropriate post basic Master's Degree. Current valid registration for the period of (2023/2024) with HPSA as a Clinical Pharmacologist and after acquiring the appropriate Master's Degree. Valid driver's license. **Grade 1:** Experience: None after registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Pharmacologist and after acquiring the appropriate Master's Degree. Experience in teaching and learning medical students and registrars will be added advantage. **Grade 2:** Experience: A minimum of 5 years' appropriate experience as Clinical Pharmacologist and appropriate Master's Degree. **Grade 3:** Experience: A minimum of 10 years' appropriate experience as Clinical Pharmacologist and appropriate Master's Degree. Knowledge And Skills: Knowledge in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills

		with colleagues and other departments. Honesty, integrity and high work ethics.
<b><u>DUTIES</u></b>	:	Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDOH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department Pharmacology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof PM Van Zyl Tel No: 051-401 3096
	:	to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me A Lombard
<b><u>POST 15/146</u></b>	:	<b><u>NURSING MANAGER (PNA 9) REF NO: H/N/2</u></b>
<b><u>SALARY</u></b>	:	R1 045 731 - R1 174 446 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State Psychiatric Complex: Bloemfontein
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as professional nurse. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC for (2023/2024). Knowledge And Skills: Qualification in Psychiatry, Nursing Management/ Administration/ Health Care Management and Nursing Education. In depth knowledge and understanding of Health-related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations, Health Act, Code of Ethics, Professional Practice Scope of Practice Occupational Health and Safety Act, Mental Health Care Act. Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Development Act, Public Service Regulations, Labour Relation Act, Grievance Procedure and Disciplinary Code Procedure.
<b><u>DUTIES</u></b>	:	Ensure that holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Head of Nursing Service of the Institutions including the overall management (i.e Operational HR and Finance thereof. Ensure compliance to professional and ethical practices. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standard pertaining to nursing care. Provide guidance and leadership towards the realization of strategic goals and objectives of the division.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	The CEO Mr DM Nkala Tel No: 051 409230
	:	To: The Deputy Director, Human Resource Management, Free State Psychiatric Complex, Private Bag x20607, Bloemfontein, 9300, or hand deliver.
<b><u>FOR ATTENTION</u></b>	:	Ms NV Mokopanele
<b><u>POST 15/147</u></b>	:	<b><u>DEPUTY DIRECTOR - PNA 8 REF NO: H/D/10</u></b>
<b><u>SALARY</u></b>	:	R930 747 - R1 045 731 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Training Centre: Corporate Office: Bloemfontein
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as professional nurse. An appropriate degree /Diploma in Nursing Education and in Management. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Computer literacy. Current registration with SANC for

(2023/2024). Knowledge and Skills: In-depth Knowledge and Understanding of Public Service Skills Development Legislative framework, Clinical Practice Policies and Procedures for all Strategic Health Programs Strategic Thinking Planning, organizing and coordination. Project Management. People Management Change Management Customer Focus.

**DUTIES**

: Leadership and Governance in the Health Sector enhanced to improve quality of care -Coordinate identification of training needs on healthcare priorities - Develop and implement annual training plan to support programs with clinical training and development -Coordinate and conduct in-service trainings for Health Professionals and support staff -Develop and review training standards and procedures -Lead development, institutionalization clinical protocols and policies across the province -Monitor the quality, effectiveness and impact of training & development programs implemented to improve health outcomes - Develop quality assurance measures for all trainings provided -Provide mentorship and coaching linked to in-service training -Coordinate the dissemination of relevant, new health guidelines, policies, and information as provided by National Health.-Compile Reports in line with Plans and legislation. Institutional Capacity Strengthened through appropriate Human Resources for Health -Manage, Coordinate and Facilitate clinical training programs on. -HIV Prevention, HIV Treatment, Care & Support, TB Program, Primary Health Re-engineering, Infection Prevention and Control, Maternal and Child Health, Sexual Reproductive Health, Integrated School Health, Continuous Development Programs for Health Professionals, Community Health Care Workers, COVID-19, Mental Health, Communicable & Non-Communicable Diseases. -Develop, Implement and Monitor Annual Operational Plan for the sub-Directorate-Oversee Center of Excellence Activities to ensure support for the whole province. Description Manage Human, Finance and Capital Resources within the sub-directorate -Performance Management and Development for all officials in RTC -Leave Management for the Unit -Facilitate filling of vacant funded posts -Ensure procurement of goods and services in line with SCM processes and prescripts -Compile budget inputs in line with DORA requirements. -Monitor and report on expenditure according to DORA – Management, maintenance and safeguarding of allocated assets as asset holder -Manage Discipline within the Unit. Implement sub -directorate risk management plan and provide reports Establish and maintain relationships with strategic partners involved in training, education and development partners.

**ENQUIRIES**

: Me N. Plank/Me G Hurter Tel No: (051) 4081289

**APPLICATIONS**

: To: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein

**FOR ATTENTION**

: Me RD Stallenberg

**POST 15/148**

: **PHARMACIST GRADE 1-3 REF NO: H/P/35**

**SALARY**

: Grade 1: R768 489 - R814 437 per annum  
Grade 2: R830 751 - R880 521 per annum  
Grade 3: R906 540 - R961 614 per annum  
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)  
Employee must meet the prescribed requirements

**CENTRE**

: Thusanong District Hospital, Odendaalsrus

**REQUIREMENTS**

: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Valid Driver's license. Pharmacist **Grade 1**: Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 2**: Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of SAPC in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 3**: Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the



SAPC in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Ability to work under pressure. Good communication skills. Computer Literacy.

**DUTIES** : To perform all duties of a pharmacist, according to the guidelines of Good Pharmacy practice, to render a quality and cost effective pharmaceutical services. To control the budget allocated to the Pharmaceutical services and to stay in the allocated budget for the financial year. To implement standard operating procedures to ensure the rendering of a high quality Pharmaceutical Services. Risk management adherence by identifying expired stock and the correct disposal of this stock. Quality services by ensuring medicine availability of 95% in facilities. To train and help with the development of pharmaceutical and other clinical personnel, to render a more effective health service.

**ENQUIRIES APPLICATIONS** : Me DA Buti at 087 940 8112/066 094 2595  
: can be submitted by post to: The CEO- Thusanong District Hospital, Private Bag X1, Odendaalsrus, 9480 OR hand delivered Thusanong District Hospital Me. DA Buti

**FOR ATTENTION** :

**POST 15/149** : **ASSISTANT MANAGER NURSING (PNA7) REF NO: H/A/16**

**SALARY** : R627 474 - R693 645 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Thusanong District Hospital, Odendaalsrus  
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as professional nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC for (2023/2024). Knowledge And Skills: Implementation of Quality Improvement Plan. Conduct patient's satisfaction survey and waiting times. Ensure adequate control, management and allocation of Human and material resources. Plan and Monitor utilization of budget to ensure that the unit functions within the allocated budget. Supervise and monitor staff performance according to PMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of hospital clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards. Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times. Ensure adequate control, management and allocation of Human and material resources. Plan and monitor utilization of budget to ensure that the hospital functions within the allocated budget. Supervise and monitor staff performance according to PMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of hospital clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards.

**DUTIES** : Provide guidance and leadership towards the realization of the Institutional strategic and optimal goals, delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provincial and District Quality improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof. Assist in achievement of National Core Standards and Six Priority areas within the Hospital. Control provision of nursing care in the area of supervision through allocation and supervision of Human and Financial Resources, Deal with grievance and labour relation issues.

**ENQUIRIES APPLICATIONS** : Me. Dr TL Madikane at 087 940 8112/066 094 2595  
: can be submitted by post to: The CEO- Thusanong District Hospital, Private Bag X1, Odendaalsrus, 9480 OR hand delivered Thusanong District Hospital

**FOR ATTENTION** : Me. DA Buti

**POST 15/150** : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY GRADE 1 REF NO: H/A/15**

**SALARY** : R578 367 - R639 744 per annum, plus 13" Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Occupational Therapy Department, Universitas Academic  
**REQUIREMENTS** : Appropriate qualification that allows in registration with the Health Professions Council of South Africa (HPCSA: 2023/2024) in the relevant profession (where applicable). A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) of which 5 years must be appropriate experience on Management level. Knowledge And Skills: Good communication, interpersonal skills, computer literacy, financial statistical skills and human resource management skills. Knowledge of relevant Acts, Policies, Guidelines and Ethical practices. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES** : Strategic Management, Operational Management, Clinical Governance & Health Information Management of the department. Clinical service delivery. Human Resource Management and Development within the department. Management of Education and training. Financial and SCM Management within the department and Management of Research.

**ENQUIRIES** : Me VT Alexander. Tel No: (051) 405 3405  
**APPLICATIONS** : to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 15/151** : **EMS COURSE COORDINATOR GRADE 4 REF NO: H/E/5**

**SALARY** : Grade 4: R565 179 - R634 176 per annum

**CENTRE** : Free State College of Emergency Care

**REQUIREMENTS** : Grade 4: Successful completion of the B-Tech degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as Paramedic or ECP. Registered as ECP for 3 years after registration with the HPCSA as ECP. 2 Years' experience as a Lecturer. Valid Driver's License with PDP. Knowledge and Skills: Master's degree. Diploma or higher in education Management experience will be an added advantage. Formal instructor/Facilitator, Assessor and Moderator qualification. Computer Literacy.

**DUTIES** : Coordinate learning and education programmes. Develop and ensure that the curriculum and education standards are functioning and maintained in both the theoretical and practical areas associated with the course outcomes. Make use of the appropriate lecturing techniques, methods and effective teaching aids. Reviewing of study guides. Accurate evaluation of theoretical and practical knowledge according to an appropriate standard. Oversee the Assessment and Moderation in the educational environment. Manage and supervise learners, lecturers and subordinates, and contribute to research in a relevant field. Work at least 8 hours clinical time once a month for skills and knowledge retention and to ensure maintenance of skills and Patient treatment according to HPCSA protocols and guidelines. Work with students on response, ambulance and in other training institutions as required for clinical practice.

**ENQUIRIES** : Mr. Rowe-Rowe Tel No: (051) 492 1367  
**APPLICATIONS** : can be submitted by post to: The Acting Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION** : Me. R Stellenburg

**POST 15/152** : **EMS LECTURER GRADE 3-4 REF NO: H/E/6 (X7 POSTS)**

**SALARY** : Grade 3: R440 904 - R501 630 per annum

Grade 4: R516 273 - R581 655 per annum

**CENTRE** : Free State College of Emergency Care

**REQUIREMENTS** : **Grade 3:** Successful completion of the B-Tech degree that allows registration with HPCSA as an Emergency Care Practitioner. Successful completion of the following courses or obtaining on of the following qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic ECP. Registered ECP's –None: 2 Years clinical experience post registration as an ECP. Valid Driver's license with PDP. **Grade 4:** Successful completion of the B-Tech degree that allows registration with HPCSA as an

		Emergency Care Practitioner or Successful completion of the following courses or obtaining on of the following qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic ECP. Registered ECP's –10 years after registration as an with $\geq 2$ years clinical Experience Knowledge And Skills: Formal instructor/Facilitator, Assessor and Moderator qualifications. Computer Literacy.
<b><u>DUTIES</u></b>	:	Use of appropriate lecturing techniques, methods and effective use of teaching aids. Reviewing of study guides. Accurate evaluation of theoretical and practical knowledge according to an appropriate standard. Assessment and Moderation in the educational environment. Supervise learners, practicals and clinical practice. Handle students and subordinates leave. Compilation and recording of marks. Ensure all appropriate documentation regarding the inventory of assets are completed and updated. Ensure consumables and asset needs are submitted timeously. Contribute to research in a relevant field. Work at least 8 hours clinical time once a month for skills and knowledge retention and to ensure maintenance of skills and Patient treatment according to HPCSA protocols and guidelines. Work with students on response, ambulance and in other training institutions as required for clinical practice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Dywili Tel No: (051) 492 1376
	:	can be submitted by post to: The Acting Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me. R Stellenburg
<b><u>POST 15/153</u></b>	:	<b><u>CHIEF SKILLS DEVELOPMENT OFFICER: TRANSVERSAL TRAINING REF NO: H/C/38</u></b>
<b><u>SALARY</u></b>	:	R424 104 - R496 467 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HRD: Corporate Office: Bloemfontein
	:	Diploma/ Degree (NQF Level 6/7) in Human Resource Management/ Public Management/ Public Administration/ Human Resource Development, 3 years in the Skills Development Environment at supervisory level. Driver's License Knowledge and Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution, National Qualifications Framework Act, Relevant SETAs & PSETA, Public Service HR Development Strategic Framework. Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), computer skills. Occupationally Directed Education, Training and Development Practitioner Certificate.
<b><u>DUTIES</u></b>	:	Administration and co-ordination of all training programs in the department. Implement Workplace Skills Plan. Facilitate planning and implementation of Skills Programs. Monitor and evaluate impact of training programs on career development, service delivery and application of skills acquired. Manage Resources for the unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me Marna Vorster Tel No: 051 408 1733
	:	TO Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Me. RD Stellenberg
<b><u>POST 15/154</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: H/0/11</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R359 622 - R408 201 per annum Grade 2: R420 015 - R477 771 per annum Grade 3: R491 676 - R595 251 per annum plus 13 Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Occupational Therapy Department, Universitas Academic Hospital
	:	Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable) Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Current registration for 2023/2024. Valid Driver's License. Experience <b>Grade 1:</b> None after registration with the HPCSA in the relevant profession as an occupational therapist in respect of South African

qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as an occupational therapist 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 as an occupational therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as an occupational therapist 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 as an occupational therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as an occupational therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good communication-, interpersonal skills. Computer literacy. Analytic thinking, independent decision making and problem-solving skills. Experience in rehabilitating patients in a hospital setting. Render and manage advanced and specialized Occupational Therapy service to all referred patients. Continuous administration in support of the Occupational Therapy service and maintenance of processes for the provisioning of quality Occupational Therapy Services. Continuous effective supervising of Occupational Therapy students. Continuous effective professional development of the clinician. Continuous effective development of the Occupational Therapy service, promotion and marketing of services in the hospital.

**DUTIES**

:

**ENQUIRIES**

:

**APPLICATIONS**

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**FOR ATTENTION**

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**POST 15/155**

:

**SALARY**

:

**REQUIREMENTS**

:

**CENTRE**

:

**REQUIREMENTS**

:

Me VT Alexander Tel No: (051) 405 3405  
To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

Me PM January

**ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1-3 REF NO: H/E/4**

Grade 1: R359 622 - R408 201 per annum  
Grade 2: R420 015 - R477 771 per annum  
Grade 3: R491 676 - R595 251 per annum  
plus 13 Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

Appropriate qualification that allows registration with the HPCSA in the relevant Profession as an Environmental Health Practitioner Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Environmental Health Practitioner). Current registration for (2023/2024).  
Universitas Academic Hospital

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Current registration with the HPCSA for 2023/2024 as an Environmental Health Practitioner. Experience **Grade 1:** None after registration with the HPCSA in the relevant profession as an Environmental Health Practitioner in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as an Environmental Health Practitioner 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 as an Environmental Health Practitioner in respect of South African qualified employees who performed Community Service, as required in South Africa Minimum of 11 years relevant experience after registration with the HPCSA in the as an Environmental Health Practitioner 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 as an Environmental Health Practitioner in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as an Environmental Health Practitioner in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South

Africa. Knowledge And Skills: Knowledge of Environmental health services, knowledge on all related legislation, policy frameworks related to Environmental health and other programs.

**DUTIES** : Participate in outbreak responses activities and investigations of communicable diseases. Conduct water sampling monitoring Provision of environmental pollution control. Food premises monitoring. Health care risk waste management monitoring to ensure compliance and general hygiene monitoring. Health surveillance of premises for compliance. Coordinate and monitoring of pest and vector control. Conduct mortuary inspections to ensure compliance. Radiation monitoring and control, collaborate with related stakeholders or programmes dealing with environmental health activities.

**ENQUIRIES** : Mr LS Kameel Tel No: (051) 405 3889 Applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag 20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me PM January

**POST 15/156** : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: H/D/11 (X5 POSTS)**

**SALARY** : Grade 1: R359 622 - R408 201 per annum  
Grade 2: R420 015 - R477 771 per annum  
Grade 3: R491 676 - R595 251 per annum  
plus 13 Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Diagnostic Radiology Department, Universitas Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA in the relevant Profession as a Diagnostic Radiographer. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Diagnostic Radiographer. Current registration for 2023/2024. Valid Driver's License. **Grade 1:** None after registration with HPCSA in the relevant profession **Grade 2:** A minimum of 10 year's appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. Knowledge And Skills: Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH policies governing the Health sector and Radiographandrofession.

**DUTIES** : Provide diagnostic Radiography services in a 24-hour department. To participate in a 24-hour roster. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance processes. Supervise and participate in departmental quality assurance tests Be able to work with D.R and C.R modalities. To adhere to Batho Pele principles, National core standards. Quality Assurance and other Public Service Policies and Acts. Perform any other duties as directed by the HOD.

**ENQUIRIES APPLICATIONS** : Mr OVC Botsime. Tel No: 051-4053474  
: To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111. First Floor, Universitas

**FOR ATTENTION** : Me PM January

**POST 15/157** : **CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: H/C/39**

**SALARY** : Grade 1: R359 622 - R408 201 per annum  
Grade 2: R420 015 - R477 771 per annum  
Grade 3: R491 676 - R595 251.per annum  
plus 13 Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Cardiothoracic Surgery Department, Universitas Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist: Cardiovascular Perfusion, category: Private/Independent Practice. Current registration for 2022/2023. Experience in ECMO, adult and paediatric cardiopulmonary bypass. Capable in handling of intra-aortic balloon pumps. cell-saving, RVAD's LVAD's and ECMO devices in paediatric and adult patients and cardiac ablation for patients with severe arrhythmias and simulation will be added advantage. Experience **Grade 1:** None after

registration with the HPCSA in the relevant profession as a Cardiovascular Perfusion Clinical Technology in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as Cardiovascular Perfusion Clinical Technology 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 as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Cardiovascular Perfusion Clinical Technology 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 as a Cardiovascular Perfusion Clinical Technology in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Cardiovascular Perfusion Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Capable in handling of intra-aortic balloon pumps, cell-saving, RVAD's LVAD's and ECMO devices in paediatric and adult patients and cardiac ablation for patients with severe arrhythmias. Experience in simulation will be advantageous.

**DUTIES** : Assist with training (theoretical and practical skills) in simulation theater and main theater, research on new techniques, administration and stock keeping, ordering of stock as needed. Operate the heart lung machine to maintain the artificial circulation of patients during heart surgery, neonatal to adult patients. Assist with cell-saving at Cardiothoracic surgery but also at the Dept of Surgery. Neurosurgery, Gynaecology and Orthopaedic Surgery, other theaters as needed. The Perfusionist must be able to assist the surgeons with the Cardiac Ablation, RVAD's, LVAD's, IABP's and ECMO. Research component, complying with Dept Research standards, assisting with projects.

**ENQUIRIES** : Me M Janse van Vuuren. Tel: 051-405 3878  
**APPLICATIONS** : can be submitted by post to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me PM January

**POST 15/158** : **AUDIOLOGIST GRADE 1-3 REF NO: H/A/17**  
 Re-Advertisement (Those who previously apply applied are encouraged to apply)

**SALARY** : Grade 1: R359 622 - R408 201 per annum  
 Grade 2: R420 015 - R477 771 per annum  
 Grade 3: R491 676 - R595 251 per annum  
 plus 13 Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Pelonomi Tertiary Hospital, Bloemfontein  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA in the relevant Profession as an Audiologist Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Audiologist. Registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist. Experience **Grade 1:** None after registration with the HPCSA in the relevant profession as an Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as an Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Offer will be based on proven years of experience. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as an Audiologist 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 as an Audiologist in respect of South African qualified employees who performed Community Service, as required in South

Africa. Minimum of 21 years relevant experience after registration with the HPCSA as an Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Assess and treat patients independently. Must be computer literate. Registration as an Independent Practitioner with the Health Professions Council of South Africa (HPCSA) after community service.

**DUTIES** : Render an audiology service in allocated areas of work that complies with the standards and norms as indicated in relevant Health Policies. Daily and monthly record-Keeping. Participate in departmental and hospital health promotion activities. Be able to treat patients within an MDT. Attend scheduled ward rounds, clinics and discussions with MDT. Improve professional competence through CPD activities and application of current research information. Liaise and refer patients appropriately. Attend and participate in the Speech Therapy and Audiology meetings and in-service training presentations; as well as other meetings held within the district and/ with stakeholders. Active participation in quality assurance and PMDS process Perform all allocated duties as delegated by the Supervisor/Manager. Establish a good working relationship with other stakeholders within the district.

**ENQUIRIES** : Me. Peens Tel No: 051 405 1351

**APPLICATIONS** : can be submitted by post to: The Acting Chief Executive Officer, Pelonomi Tertiary Hospital Private Bag M or hand delivery.

**FOR ATTENTION** : Me. M Letlhoo

**POST 15/159** : **CLINICAL ASSOCIATE: REF NO H/C/40**

**SALARY** : R294 321 per annum per year, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Thusanong District Hospital

**REQUIREMENTS** : Degree in Clinical Medical Practice. Registration with the HPCSA as a Clinical Associate. A minimum of 2 years' appropriate experience after registration with the HPCSA as a Clinical Associate. Valid driver's license. Knowledge And Skills: Ability to work under pressure. Good communication skills. Computer Literacy.

**DUTIES** : Obtaining patient history and performing physical examination according to level of training. Ordering or performing diagnostic and therapeutic procedures for common conditions. Promote Implementation of Men's health services. Participate in marketing of HIV&AIDS Prevention strategy. Monitoring, evaluation and reporting of VMMC services. Effective and efficient utilization of resources.

**ENQUIRIES** : Dr TL Madikane at 087 940 8112/066 094 2595

**APPLICATIONS** : To: The CEO- Thusanong District Hospital. Private Bag X1, Odendaalsrus, 9480 OR hand delivered

**FOR ATTENTION** : Me. DA Buti

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*

**ERRATUM: (For Tshwane Rehabilitation Hospital):** Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 03 March 2023 and Public Service Circular 09 dated 10 March 2023. Assistant Director: Finance & SCM with Ref No: TRH 08/2023; the post has been withdrawn. **(For Dr. George Mukhari Academic Hospital):** Kindly note that the following post was advertised in Public Service Vacancy Circular 14 dated 21 April 2023, Deputy Director: Clinical Support and Therapeutic Services with Ref No: Refs/016897, the requirements has been amended as follows: A minimum of three (3) year's experience after registration with HPCSA in the relevant profession. Supervisory experience will be an added advantage. The closing date is extended to 19 May 2023.

**OTHER POSTS**

<b><u>POST 15/160</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: SBAH 0025/2023 (X1 POST)</u></b> Directorate: Neurosurgery
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum, plus benefits Grade 2: R1 386 069 per annum, plus benefits Grade 3: R1 605 330 per annum, plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Steve Biko Academic Hospital Appropriate qualification that allow registration with HPCSA as a Medical Specialist in Neurosurgery. HPCSA registration as an independent Medical Specialist in Neurosurgery. Current registration with the HPCSA (2023/2024). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure, and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team if necessary.
<b><u>DUTIES</u></b>	:	Provision of a compressive clinical service for patients at Steve Biko Academic Hospital, provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Registrars, Medical Officers, Interns and Nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitated effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOD. Comply with the Performance Management and Development system (contracting quarterly reviews and final assessment).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof LC Padayach Tel No: 012 354 1029 Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. 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.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/161</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016749 (X2 POSTS)</u></b> Directorate: Internal Medicine (Cardiology: Joint post with the University of the Witwatersrand)
<b><u>SALARY</u></b>	:	R1 214 805 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a Cardiology Sub-Specialty. Registration with the HPCSA as a



Medical Specialist in Internal Medical. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching and research. Highly motivated and enthusiastic in order to contribute positively to the Division of Cardiology. Current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team.

**DUTIES**

: Provision of a comprehensive clinical service for cardiac patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other departmental policies.

**ENQUIRIES  
APPLICATIONS**

: Prof Nethononda Tel No: (011) 933 8393/ 0193  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

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

**CLOSING DATE**

: 19 May 2023

<b><u>POST 15/162</u></b>	:	<b><u>MEDICAL REGISTRAR GRADE 1 REF NO: REFS/016750 (X2 POSTS)</u></b> Directorate: Plastics Surgery
<b><u>SALARY</u></b>	:	R906 540 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allow registration with HPCSA as Medical Practitioner – Plastic surgery. Current registration with the HPCSA. No experience required, have passed primary and intermediate exams will be added as an advantage. Must be post Community Service. Be South African citizen or have permanent resident. Skills/Competence/Knowledge: Ability to manage a team of junior doctors. Ability to establish excellent working relationships with anaesthetic 165 team, emergency unit nursing team, ward nursing team. Surgical skill set to manage critically ill surgery patients. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Render a full spectrum of Plastics, Hand unit and Burns unit inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational value`s and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal skills. Perform department administrative duties and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services. Participate in the training of interns, medical officers Engaging with surgical staff and management at cluster hospitals. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; Provision of undergraduate and postgraduate medical student teaching. Administrative duties. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes for Plastics, Hand unit and Burns unit; Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Prof Ndobe Tel No: 011 933 9267/8804
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order

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

- CLOSING DATE** : 19 May 2023
- POST 15/163** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016751 (X2 POSTS)**  
Directorate: Paediatrics and Child Health (POPD)
- SALARY** : R906 540 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner and must be post Community Service. Current registration with HPCSA (2023/2024). No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.
- ENQUIRIES** : Professor S. Velaphi Tel No: (011) 933 8416/ 8400
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at

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

**CLOSING DATE** : 19 May 2023

**POST 15/164** : **REGISTRAR (MEDICAL) REF NO: SBAH 0026/2023 (X1 POST)**  
Directorate: Orthopaedics

**SALARY** : R906 540 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner. Primaries. Experience in Orthopaedics.

**DUTIES** : The many diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during orthopaedic surgery emergencies. The service aspect includes ensuring correct orthopaedic surgical treatment of patient treatment of patients. The academic programme will include teaching under graduate students, patient case presentations, subject discussions and attendance of the postgraduate programmes. The academic and training requirements include passing primary and intermediate exams of University of Pretoria or College of Medicine South Africa.

**ENQUIRIES** : Prof PA Rachuele Tel No: 012 354 2851  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form with relevant attachments. 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** : 19 May 2023

**POST 15/165** : **REGISTRAR (MEDICAL) REF NO: SBAH 0027/2023 (X3 POSTS)**  
Directorate: Internal Medicine

**SALARY** : R906 540 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB/MBBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g ACLS, ATLS and Life

- Support strongly recommended. Must have Primaries FCP Part I. After hour duties is a necessity.
- DUTIES** : Render clinical services and show academic progression and complete research dissertation within four-year contract. Service delivery: Patient care of all in-and-out patients in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level. Supervision of all rotating pre-graduate students, Interns and Junior colleagues in clinical practice. Rotation to sub-specialities and facilities accredited by the University of Pretoria.
- ENQUIRIES** : Ms. Els Tel No: 012 354 2112
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. 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** : 19 May 2023
- POST 15/166** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: REFS/016752 (X2 POSTS)**  
Directorate: Paediatrics
- SALARY** : R627 474 per annum, (plus service benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. The applicant should be in possession of a post basic qualification in Child Nursing Science with the minimum of one-year post qualification. A post basic qualification in Nursing Administration will be an added advantage. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, Ideal Hospital Realization framework and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of the Ideal Hospital and Realization framework. Manage and monitor effective utilization and supervision of human, financial and material resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other

stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

**ENQUIRIES**  
**APPLICATIONS**

: Mr NB Mulaudzi Tel No: (011) 933 0134/9779  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

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

**CLOSING DATE**

: 19 May 2023

**POST 15/167**

: **OPERATIONAL MANAGER SPECIALTY PSYCHIATRY NURSING SCIENCE (PNB3) REF NO: REFS/017118 (X1 POST)**  
Directorate: Nursing Division: Medicine and Psychiatric

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

: R627 474 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of one year, accredited with SANC in Psychiatric Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience in a Psychiatric unit after obtaining the 1 year post basic qualification in Psychiatric Nursing Science. Current registration with the South African Nursing Council. Qualification in Nursing administration /management will be an added advantage. Knowledge of legal prescripts that regulate nursing and health

services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.

**DUTIES** : Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses.

**ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

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

**CLOSING DATE** : 19 May 2023

**POST 15/168** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT): (PN-B3) REF NO: REFS/017119 (X1 POST)**  
Directorate: Nursing Services (Obstetrics & Gynaecology)

**SALARY** : R627 474 per annum, (plus benefits)

**CENTRE  
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital  
:  
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic nursing qualification, with a duration of at least 1 year in Diploma in Medical and Surgical Nursing: Operating Theatre accredited by SANC. At least 5 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

**DUTIES**

: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework). Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Mr. N.B. Mulaudzi Tel No: (011) 933 0134  
:  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

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



accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 19 May 2023
- POST 15/169** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: REFS/017120 (X1 POST)**  
Directorate: Ophthalmology
- SALARY** : R627 474 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty (Ophthalmology department) after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Ophthalmology/Operating Theatre Nursing Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Maintenance Framework Version 2.0
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be

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

- CLOSING DATE** : 19 May 2023
- POST 15/170** : **OPERATIONAL MANAGER NURSING GENERAL UNIT PN-A5 REF NO: REFS/017121 (X3 POSTS)**  
Directorate Internal Medicine and Outpatient Department
- SALARY** : R497 193 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of (7) years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A qualification in Nursing Administration will be an added advantage. Competencies: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skills, operational planning and organizational skills, leadership and supervisory skills.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Develop unit report and analyse, co-ordinate, monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional and multidisciplinary team work). Manage and monitor utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates through training and research. Be able to work night shifts weekends public holidays and relieve the supervisor. Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Develop operational unit plan. Implement ideal hospital framework and other protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof.
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at

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

**NOTE**

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

**CLOSING DATE**

: 19 May 2023

**POST 15/171**

: **PROFESSIONAL NURSES SPECIALTY(PN-B1) REF NO: CHBAH 643 (X1 POST)**  
Directorate: Medicine & Psychiatric Nursing) Nephrology

**SALARY CENTRE REQUIREMENTS**

: R431 265 per annum, (plus service benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

**ENQUIRIES APPLICATIONS**

: Mr NB Mulaudzi Tel No: (011) 933 0134/9779  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

**NOTE**

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

**CLOSING DATE**

: 19 May 2023

**POST 15/172**

: **PROFESSIONAL NURSES SPECIALTY (ADVANCE PSYCHIATRIC (PN-B1) REF NO: CHBAH 644 (X4 POSTS)**

Directorate: Medicine & Psychiatric Nursing) Psychiatric

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

: R431 265 per annum, (plus service benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 19 May 2023
- POST 15/173** : **PROFESSIONAL NURSES SPECIALTY REF NO: CHBAH: 645 (X4 POSTS)**  
Directorate Internal Medicine OPD Unit (2 Oncology Nursing) 2 Criticare
- SALARY** : R431 265 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital

**ENQUIRIES  
APPLICATIONS**

Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

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

**CLOSING DATE**

19 May 2023

**POST 15/174**

**PROFESSIONAL NURSE (QUALITY ASSURANCE) REF NO: REFS/016987  
(4 POSTS)**

Directorate: Quality Assurance

**SALARY**

Grade1: R293 670 per annum, (plus benefits)  
Grade 2: R358 626 per annum, (plus benefits)  
Grade 3: R431 265 per annum, (plus benefits)

**CENTRE  
REQUIREMENTS**

Dr George Mukhari Academic Hospital  
Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (General, Psychiatric and Midwifery) Registration with the SANC as Professional Nurse and currently registered. **Grade 1:** 0-9 years- experience in nursing after registration as Professional Nurse with the SANC in General Nursing, **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and, **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as Professional Nurse

with the SANC in General Nursing. Experience in customer care service programs in health institution. At least 3 years of the period referred above must be appropriate / recognizable experience working in Quality Assurance unit or as a quality champion in the wards. Relevant knowledge and understanding of legislative framework applicable to Quality Assurance in the public health facility. Computer literacy in MS Office Package (MS Word, Ms. Excel, and Ms. PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Problem solving skills, Good interpersonal relations. People management skills, teamwork skills, self-motivated and goal orientated. Must have ability to work under pressure and be a creative thinker.

**DUTIES** : Ensure effective management of Quality Assurance Services package in the health facility. Coordinate the Quality Assurance programs: Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Batho Pele Principle). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities including IHRM. Coordinates the development and implementation of QIPs, Implement complaint management system, Management of the Patient Safety Incidents. Participate in the clinical audit and clinical risk management. Conduct trainings of employees on Quality Assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about Quality Assurance matters. Perform any other duties delegated by the supervisor.

**ENQUIRIES** : Mrs. BS Moruapheko Tel No: (012) 529 3409  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 19 May 2023

**POST 15/175** : **CLIENT LIAISON OFFICER: CUSTOMER CARE SERVICE (QUALITY ASSURANCE) REF NO: REFS/017001 (X2 POSTS)**  
 Directorate: Quality Assurance

**SALARY** : R294 321 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Grade 12/ equivalent qualification. Diploma/ Degree or equivalent to NQF 6 Business Management/ Administration/ Public Relations/ Office Admin in an accredited higher education institution will be an added advantage. A minimum

of 3 years appropriate and recognizable experience in customer care service environment. 2 years of the period referred above must be appropriate experience in Quality Assurance. Extensive knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.

**DUTIES** : Conduct Regulated Norms and Standards and Ideal Hospital self-assessments. Facilitate the development of QIPs and implementation thereof. Implement customer care programs, i.e., PEC, DPOS, monitoring of patients waiting time, Compile and analyze Monthly & Quarterly reports of the programs and submit reports on due time. Assist with the management of complaints and patient safety incidents. Manage staff development and performance (PMDS). Manage material and human resources appropriately. Facilitate training of employees on Quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance programs. Perform any other duties delegated by the supervisor.

**ENQUIRIES** : Mrs. BS Moruapheko Tel No: (012) 529 3409  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 19 May 2023

**POST 15/176** : **COMPUTER TECHNOLOGIST TECHNICIAN REF NO: REFS/017013 (X1 POST)**  
 Directorate: Information Communication and technology

**SALARY** : R294 321 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Grade 12 certificate plus certified certificate in (A+ or N+) with a minimum of 5 years' experience in Information Communication and Technology desktop or network support. A relevant tertiary ICT National Diploma or equivalent qualification with a minimum of 2 years' experience in Information Communication and Technology desktop or network support. Experience in troubleshooting ICT equipment including basic network troubleshooting. Ability to communicate well with people at different levels and from diversified



backgrounds. Sound verbal and written communication skills. Sound knowledge of windows platform. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently and in a team. Knowledge of public service legislation, policies and procedure. Valid and unendorsed Code Drivers' License.

**DUTIES** : Installing, servicing, testing, repairing and maintaining ICT equipment. Ability to provide first line support and escalate where necessary. Attend to logged calls and ensure that calls are attended to timeously, provide report. Trace and resolve faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support including be on Standby and provide support after hours and weekends. Maintain and configure hardware and software and ensure effective information security. Attend to enquiries in professional manner and give guidance and advice. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend trainings as approved by the supervisor.

**ENQUIRIES** : Mr. L Makhubela Tel No: (012) 529 3582  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 19 May 2023

**POST 15/177** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER (BIDS) REF NO: REFS/016964 (X1 POST)**  
Directorate: Supply Chain Management

**SALARY** : R294 321 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate or equivalent. National Diploma / Degree in Purchasing Management / Supply Chain Management (SCM) / Public Administration (Management) / Logistics / Business Management (Administration) will be an added advantage. Minimum of 3 years' experience working in Demand and Acquisition Management environment. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Departmental SCM procedures and policy. Job related skills: Computer literacy. Interpersonal skills.

- Administration skills. Communication skills (verbal and written). Supervisory skills. Teamwork. Working under pressure. A valid driver's license will be an advantage.
- DUTIES** :
- : Implement standard operating procedures, SCM policy and delegations of authority in bids unit. Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render bids administration. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Prepare bid documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance check on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to the Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on bids. Provide weekly reports on progress of projects. Update bid registers. Undertake all administration functions required with regard to financial and human resource administration. Supervise staff. Ensure that the unit's procurement is undertaken in line with the Demand Management Plan.
- ENQUIRIES APPLICATIONS** :
- : Mr. L.H Thandavhathu Tel No: (012) 529 -3629
  - : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** :
- : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** :
- : 19 May 2023
- POST 15/178** :
- : **CHIEF SECURITY OFFICER REF NO: CHBAH 646 (X1 POST)**  
Directorate: Security
- SALARY CENTRE REQUIREMENTS** :
- : R294 321 per annum (Level 07), (plus benefits)
  - : Chris Hani Baragwanath Academic Hospital (CHBAH)
  - : A Grade 12. A Diploma in Security Risk Management. A PSIRA Grade B registration certificate. Must be PSIRA registered. Driver's licence, three (3) year supervisory experience in the security environment. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), Ideal Hospital and Clinics Framework. Report writing. Interpersonal skills. Computer skills, Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of

reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Should not have a criminal record.

**DUTIES**

: To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risk assessments in his/her area of responsibility. Reporting of security breaches internally and to the South African Police Service. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Manage the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Enforcement of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the duty roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

**ENQUIRIES**

: Mr L.J. Mnisi Tel No: (011) 933-9549

**APPLICATIONS**

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

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

the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 19 May 2023
- POST 15/179** : **FINANCIAL CLERK REF NO: CHBAH 646 (X1 POST)**  
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05), (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Matric (Grade 12) Certificate or equivalent. Knowledge of Revenue management and accounting as a subject will be Added as an advantage. Computer literacy (Ms Word and Excel). Good Interpersonal Skills. Ability to work under pressure. Understanding of Batho Pele Principles.
- DUTIES** : The successful candidate will be responsible for Debt- Management, Write Offs, Adjustments, Payment allocation, Billing of subsidised and externally funded patients. Knowledge of how to handle state funds. Perform any other reasonable tasks.
- ENQUIRIES APPLICATIONS** : Ms D. Hlongwane / Mr M. Ramaru Tel No: 011 933 0724  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 19 May 2023

**POST 15/180** : **SECRETARY REF NO: CHBAH 647**  
 Directorate: Nursing

**SALARY** : R202 233 per annum (Level 05), plus benefits  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 and Computer literacy (Ms Office). Secretarial experience will be added as an advantage. Knowledge/skills/competency: ability to communicate well with people at different levels from different backgrounds. Sound organizational skills. High level of reliability, Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must have office administration competency. Basic knowledge on financial administration. Ability to work under pressure and to take initiative and work independently.

**DUTIES** : Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Director. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents. Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings and workshops. Assist with various administrative and secretarial duties as assigned by the Director. Take minutes of meetings. Attend meeting and training as approved by supervisor. Maintenance of a user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 0134/9779  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

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

the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 19 May 2023
- POST 15/181** : **STORES ASSISTANT REF NO: CHBAH 648 (X1 POST)**  
Directorate: Pharmacy
- SALARY** : R125 373 per annum (Level 02), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 10 or Standard 8 or ABET certificate level 4. Competencies/knowledge/skills Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated and able to work independently. Ability to handle tasks of multidisciplinary nature and rotate to various areas in the pharmacy. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes.
- DUTIES** : Collection of Pharmacy call-in orders from the Medical Supplies Depot. Collecting medicines loaned from other health care institutions in the province. Delivery of large quantities of vacu-litres stock from the pharmacy to the various wards. Delivering of bulk medicines from the main pharmacy to the satellite pharmacies and wards on the hospital premises. Receiving of multiple pallets of vacu-litres from various suppliers and the storage thereof at appropriate storage places in the pharmacy. Delivery and collection of pharmacy stock to and from the various satellites on the hospital premises as requested by the supervisor. Collecting and delivery of pharmacy documents to and from the Auckland Park medical supplies depot on a weekly basis or when requested by the supervisor. Carrying out any other general delivery functions as instructed by the pharmacy supervisor. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.
- ENQUIRIES** : Ms. S Mampeule Tel No: (011) 933 8529
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant

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

- CLOSING DATE** : 19 May 2023
- POST 15/182** : **ORTHOPAEDIC AND PROSTHETIC ASSISTANT GRADE 1 REF NO: SBAH 0028/2023 (X1 POST)**  
Directorate: Orthotics and Prosthetics
- SALARY** : R196 536 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Matric Grade 12. Registered at HPCSA as Assistant Medical Orthotist and Prosthetist.
- DUTIES** : Consult and assist the Medical Orthotist and Prosthetist regarding type of orthotist required manufacturing part of Orthosis and Prosthesis which requires leather work, laminating, shoe alterations or plastic moulding.
- ENQUIRIES** : Mr. Du Toit Tel No: 012 354 6016  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. 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** : 19 May 2023
- POST 15/183** : **PORTER REF NO: TDH2023/06 (X2 POSTS)**  
Directorate: Admin and Logistics Department
- SALARY** : R125 373 per annum, (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Abet/ Grade 10 or Equivalent, with the hospital environment experience. Good verbal communication and interpersonal skills. Be able to work in team.
- DUTIES** : Receive corpses, record and store them in the fridge. Assist with transportation of patients within the hospital and the surrounding hospitals should the need arise. Moving corpses from wards, X-Ray, OPD, ARV to mortuary and responsible for correct completion of relevant forms. Reporting of faulty, broken wheelchairs and trolleys. To ensure that the hospital equipment used in porters' bay (wheelchairs, mini ambulance and stretchers are taken care of by cleaning and looking after them). Collecting of human tissue and transporting it for disposal. Handle all telephonic and verbal inquiries from all sections within the institution. To be helpful, friendly and willing to assist our patients, staff and public at large. To transport patients to Steve Biko along the corridor when the need arises. Willingness to go an extra mile and take instructions from supervisor. To be able to work shifts.
- ENQUIRIES** : Ms RG Letwaba Tel No: (012) 354 7802  
**APPLICATIONS** : All applications received for the posts should be sent to Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand delivered to Tshwane District Hospital Cnr Dr Savage Road and Steve Biko Road, Capital Park.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The

information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. 129 Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity.

**CLOSING DATE** : 19 May 2023

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : should be sent through [www.gautengonline.gov.za](http://www.gautengonline.gov.za), and Email to [RecruitmentHoD.Premier@gauteng.gov.za](mailto:RecruitmentHoD.Premier@gauteng.gov.za) quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

**CLOSING DATE** : 19 May 2023

**NOTE** : Applicants should please note the following: 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 committee 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. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. Qualifying applicants should submit their applications on the, New Application Form (Z83), found on [www.dpsa.gov.za](http://www.dpsa.gov.za), Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the



application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

#### **MANAGEMENT ECHELON**

- POST 15/184** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT SPORT, ARTS, CULTURE AND RECREATION REF NO: REFS/011844**  
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 590 747 – R1 791 978 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management, Business Administration, or any other relevant field. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Position Gauteng as a home of opportunities for sport, arts and cultural excellence that contributes to social cohesion and nation building. Create an enabling environment for excellence in sport, arts, and culture. Enhance economic growth through creative industries. Create unity in diversity through sport, arts and culture. Ensure equitable access to sport, arts and recreation facilities for citizens especially the previously disadvantaged. Accelerate, transform and develop sport, arts, culture and libraries amongst citizens of Gauteng. Create opportunities for access to information and knowledge through libraries and efficient management of information. Preserve our heritage and history through

museums and archives. Ensure the existence of proper infrastructure and programmes for the development of talent in sport, arts and culture. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.

**ENQUIRIES** : Ms Thapelo Mashiane Tel No: (011) 298 5632

#### **PROVINCIAL TREASURY**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*



**APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. All applications should be emailed to [NOSIZWE.LOLWANE@gauteng.gov.za](mailto:NOSIZWE.LOLWANE@gauteng.gov.za)

**CLOSING DATE** : 19 May 2023

**NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

#### **OTHER POST**

**POST 15/185** : **GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: GPT/AC/2023/04/07**

**SALARY** : GPG Audit Committee Members will be remunerated in accordance with Department of Public Service and Administration (DPSA) rates. Members will be remunerated for preparation and attendance of meetings.

**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF 7 qualification and 5 years' Senior Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as an advantage. Required Attributes and Skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.

**DUTIES**

: Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal, external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity. Term of office: The appointment is for a period of three (3) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract.

**ENQUIRIES**

: Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala at 082 256 0860/ 076 922 5773

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

*The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

**ERRATUM: (For Osindisweni District Hospital):** Kindly take note that the following posts advertised Public Service Vacancy Circular 13 dated 14 April 2023 namely: Operational Manager (General Wards) with Ref No: OSI OM 11/2023 (post 13/94), Operational Manager (General – Night Duty) with Ref No: OSI OM 12/2023 (post 13/95) and Administrative Clerk (General-PHC) with Ref No: OSI ADMIN 13/2023 (post 13/140) has been withdrawn and also take note that post of Administrative Clerk (Transport) with Ref No: OSI AC: 17/2023 (post 14/395) advertised in Public Service Vacancy Circular 14 2023 dated 21 April 2023 has been withdrawn.

**OTHER POSTS**

<b><u>POST 15/186</u></b>	:	<b><u>CLINICAL MANAGER (OBSTETRICS &amp; GAYNEA) REF NO: MURCH-20/2023</u></b>
<b><u>SALARY</u></b>	:	R1 288 095 per annum, plus: (70% inclusive package). Other Benefits: Employee must meet prescribed Requirements), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Murchison Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate /Grade 12 or equivalent MBCHB Degree or equivalent qualification Current registration certificate with Health Professional Council of South Africa as a Medical Practitioner. At least six (6) years' experience as a Medical Officer after registration as Medical Practitioner with the Health Professional Council of South Africa – of which, two or more years in the O & G department will be an added advantage Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) only shortlisted candidate Knowledge, Skills And Competencies Possess good knowledge of Human Resources Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. Ability to diagnose and manage common Medical problems including Emergencies in major disciplines. Ability to manage HIV/AIDS and TB Comorbidity (PMTCT included). Possess good surgical skills. Ability to develop policies. Good communication skills, leadership, decision making and clinical skills. Sound knowledge in Obstetrics and Gynaecology Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Ability and experience in teaching, research and administration Ability to teach junior doctors and participate in continuing professional development. Ability to participate in commuted overtime Computer literacy will be added advantage Diploma in Obstetrics or other post-graduate qualification (e.g. ultrasound training) will be an added advantage.
<b><u>DUTIES</u></b>	:	Deputies the Medical Manager and chair meetings related to good clinical governance in the hospital. General relief to other Department, in the absence of the medical officer in charge. Management of common medical, pediatric, surgical, obstetrical and gynecological conditions and procedures performed in a District hospital, and also administration of anesthesia. Assist with human resource development for medical staff. Provide guidance, training, evaluation and mentoring of junior medical officers, including EPMDS Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews and monthly audits Ensure the provision and support of outreach/PHC service Organize allocation of Doctors and clinical services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Align clinical service delivery plans with hospital plans and priorities. Ensure Compliance with National Core Standards (NCS). Participate in the continued medical education programme in the institution. Participate in the extended management activities. Ensure a functional referral system. Ensure Clinical Governance within the Discipline.
<b><u>ENQUIRIES</u></b>	:	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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and 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** : 26 May 2023
- POST 15/187** : **DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY AND PLANNING REF NO: ZUL/02/2023**
- SALARY** : R811 560 per annum (Level 11). Other Benefits may include: 13<sup>th</sup> cheque, Medical Aid (optional) & housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Zululand Health District office, Ulundi  
: Senior certificate /Grade 12. Bachelor Degree /National Diploma in Health Science/ Management Science. 3-5 years managerial experience in Public Health Service. Computer literacy. A valid driver's license. Proof of work experience/certificate of service endorsed by HRMS. Only shortlisted candidate will submit proof. Skills: Ability to lead and work with the team. Ability to think critically in difficult situations and make independent decisions. Strong communication, negotiation and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning frames. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Good knowledge of the District Health System. Knowledge of MS Office software applications.
- DUTIES** : Facilitate strategic and other planning workshops within the district to ensure consultation, buy-in and determination of priorities. Ensure the timeous development and monitoring of the plans (HR Plan, Budget, Procurement, Infrastructure etc.) Analyse and critique the planning inputs of components and provide technical advice ensuring that the stated goal, objectives and targets are realistic, measurable and attainable. Monitor and evaluate the performance of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers. Develop policies and strategies aimed at improving service delivery. Ensure effective, efficient and economical management of allocated resources of the Division, IPC, QA and Data Management. Support all district programmes and service delivery activities. Deputize District Director in his absence.
- ENQUIRIES** : Mr SV Vilakazi Tel No: 035- 8740600

**APPLICATIONS** : KwaZulu-Natal, Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838

**FOR ATTENTION NOTE** : Ms BN Zulu

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department)

**CLOSING DATE** : 22 May 2023

**POST 15/188** : **CLINICAL PSYCHOLOGIST REF NO: GTN 18/2023 (X1 POST)**

**SALARY** : Grade 1: R790 077 per annum, (all-inclusive package)  
Grade 2: R918 630 per annum, (all-inclusive package)  
Grade 3: R1 063 611 per annum, (all-inclusive package)  
Other Benefits: Employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Murchison Hospital

: Senior Certificate /Grade 12 plus **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. Non- South African citizen applicants should provide - a Valid work permit in conformance with HR circular 49/2008 obtainable from any government department and an Endorsement certificate from FWMP (only when shortlisted). 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.

<b><u>DUTIES</u></b>	:	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 Guideline.
<b><u>ENQUIRIES</u></b>	:	Ms. P.P.L Nkala Tel No: (033) 4139 400. Ext 410
<b><u>APPLICATIONS</u></b>	:	Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250. Hand delivery: Bell Street extension, Greytown Hospital.
<b><u>FOR ATTENTION</u></b>	:	Mrs Z.J Ngobe
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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 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) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/189</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: PMMH/OMN/SPEC/CSSD 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R627 474 – R703 752 per annum. Other Benefits Home Owner Allowance (conditions apply) 13 <sup>th</sup> Cheque Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary)
<b><u>CENTRE</u></b>	:	Prince Mshiyeni Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Operational Manager Nursing Grade 1(Specialty) 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 in ‘Operating Theatre Nursing Science’ with duration of at least 1 year accredited with SANC. Certificates of registration with SANC as a Professional Nurse and other relevant post basic qualification. Only Shortlisted candidates will be required to submit proof of current registration with SANC (2023). Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing 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 Operating Theatre Nursing Science. Recommendation: CSSD Foundation Course Certificate from Accredited Companies that is less than Five (5) years Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients,

promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the CSSD, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the CSSD. 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. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. NB: Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any Nurse component.

**ENQUIRIES  
APPLICATIONS**

: Mrs J Murugan Tel No: 031-9078387  
 : All applications to be forwarded to: The Hospital Manager, Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

**FOR ATTENTION  
NOTE**

: Mrs RM Abboo  
 : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83. All employees in the Public Service that are presently on the same salary scale, but on a notch/package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Female / Male are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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).

**CLOSING DATE**

: 26 May 2023

**POST 15/190**

: **OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: OMN/MAT/06/2023 (X1 POST)**

**SALARY**

: R627 474 – R703 752 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: Kwamashu Community Health Centre  
 : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Advanced Midwifery. Current registration with SANC as a Professional Nurse (2023 SANC receipt). A minimum of 9 years appropriate/recognizable experience in



nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Only shortlisted candidates will submit proof of current registration. Knowledge, Training, Skills & Competencies 'required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

**DUTIES**

: Ensure that maternal and neonatal programs are implemented. Improve health systems for mothers and babies. Ensure saving mothers/Babies recommendations are being implemented. Develop and implement quality assurance policies, programs and operational plans. Implement standards, practices and indicators for maternal and neonatal care. Facilitate and Ensure perinatal mortality meetings are being conducted and develop Quality improvement projects. Ensure elimination of Mother to Child transmission of HIV is maintained through implementation of relevant policies and guidelines. Facilitate and monitor ESMOE, BANC, PPIP & HBB in the unit. Strengthen Reproductive Health and Postnatal Services. Ensure that CHC maintains MBFI status. Improve Data Management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure Infection Prevention and Control policies are implemented in the unit. Monitor and evaluate staff performance (EPMDS). Monitor and maintain Ideal CHC status. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Coordination of optimal, holistic specialized nursing care provided within set standards and professional, legal framework. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees.

**ENQUIRIES  
APPLICATIONS**

: Mr. TJ Mthabela Tel No: 031 504 8054  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhawane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

**NOTE**

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. OMN/LIND/05/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply, Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the

website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 19 May 2023
- POST 15/191** : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: PSH 11/ 2023 (X1 POST)**
- SALARY** : R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital  
: Matric / Senior Certificate. Diploma in General Nursing & Registration with the SANC as a General Nurse. At least 7 years' experience as a professional nurse. Current SANC receipt for 2023. Computer Literacy. Only shortlisted candidates will submit/attaché proof/qualifications Recommendation Driver's License. Knowledge, Skills and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written. Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation skills. Knowledge and experience in implementation of Batho Pele Principles and Patients Rights Charter, Code of Conduct and Labour Relations Knowledge of National core Standards and other relevant public service programmes.
- DUTIES** : Develop and implement quality assurance Programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of Institutional Plan. Coordinate and facilitate the development of the institutional Quality Improvement Programme and monitor progress on implementation. Maintain and sustain norms, standard and good governance in clinical and non-clinical areas. Promote and facilitate the implementation of guidelines, standard operating procedures and policies. Review and evaluate patient's medical records in line with the Ideal Clinic and Regulated Norms and Standards. Facilitate clinical audits and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events (Patient Safety Incidents) and ensure implementation of recommendations / action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys and complaints management) Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on quality related issues. Consult / advice HOD's on quality matters. Attend relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to Regulated Norms and Standards. Ensure that institutional Regulated Norms and Standards self-assessments are conducted in all departments. Compile reports on Regulated Norms and Standards together with Clinical Governance Committees and submit to management team and all supervisors. Facilitate the development of quality improvement plans for identified gaps. Monitor implementation of quality improvement plans from Regulated Norms and Standards assessment on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review Regulated Norms and Standards assessments. Ensure timeous submission of monthly and quarterly reports to Management and or District Office.
- ENQUIRIES APPLICATIONS** : Mr. TI Mkwena Tel No: (039) 688 6221 or 039 688 6000  
: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION NOTE** : Mr. ZM Zulu  
: Detailed application for employment (Z83) and Curriculum Vitae. Certified copies must not be submitted when applying for employment. (Only Short-Listed Candidates Will Submit 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** : 19 May 2023
- POST 15/192** : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: MURCH-23/2023**
- SALARY** : R497 193 per annum. Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Diploma / Degree in General Nursing Current registration with SANC as a General Nurse A minimum of 7years 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. A valid driver's License. Computer Literacy Knowledge, Skills and Competencies Through knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act Health Act Occupational Health and Safety Act Patient Rights Charter Batho Pele principles etc. Knowledge of HR policies such as: Skills Development Act Public Service Regulations Labour Relations Act Disciplinary Code and Procedure Grievance Procedure Skills: Good Communication Skills Report Writing Skills Facilitation Skills Co-ordination Skills Liaison Skills Networking Problem Solving Skills Information Management Planning & organizing skills Computer Literacy skills People Management Conflict Management Change Management.
- DUTIES** : Oversee the development and implementation of policies, directives, acts and regulations Develop and implement quality assurance operational plan and participate in the development of institutional plan Ensure that efficient and suitable work procedures are identified, developed and implemented Participate in the district management decision-making structure Maintain standards and norms of nursing practice to promote the health status of health care users Co- ordinate peer and self-assessments, visit facilities and maintain reports of such activities Utilize the Nursing Act, Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering Conduct quality assurance meetings to disseminate information such as new developments on policies and guidelines Monitoring and evaluation of maintenance of ethos and professionalism Respond to queries and questions from relevant structures with regard to complaints of employee conduct to patients Develop and implement quality assurance programmes, guidelines, protocols, norms and standards Ensure the implementation of standards of practice and activities for patient care Ensure clinical and nursing audits are conducted to evaluate patient care Ensure all facilities conduct relevant assessment surveys Participate in policy development and facilitate stakeholder participation to ensure that health care user's needs receiving attention Advocate for the rights of clients in the health care system Participate in multi-disciplinary quality assurance task groups at various levels Utilize quality assurance and risk management strategies to create and maintain a safe environment for health delivery Implement procedures to maintain effective infection control and ensures safe administration of therapeutic substances.
- 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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and 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/ 21/2023 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** : 26 May 2023
- POST 15/193** : **ULTRASOUND RADIOGRAPHER REF NO: ADD/RAD01/2023 (X11 POSTS)**
- SALARY** : Grade 1: R444 741 - R506 016 per annum  
Grade 2: R520 785 - R595 251 per annum  
Grade 3: R612 642 - R658 482 per annum
- CENTRE REQUIREMENT** : Addington Hospital: KwaZulu Natal  
National Diploma in Ultrasound / Bachelor's degree in Technology: Ultrasound, Registration certificate with the Health Professions as an Ultrasound Radiographer, Current registration card (2023/2024) with HPCSA as Ultrasound Radiographer. **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer). **Grade 2:** 10 years relevant experience after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer). **Grade 3:** 20 years relevant experience after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Recommendations: Experience performing high risk Obstetric and anomaly scans, Paediatric scans. Experience in reporting on difficult pathologies. Knowledge, Skills Training and Competencies Required: Excellent knowledge of high-risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment uses and trouble. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem-solving skills. Basic supervisory skills.
- DUTIES** : Provide a high-quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric Scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students, including medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.
- ENQUIRIES APPLICATIONS** : Mr M Chetty Tel No: 031 327 2000  
All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 Or dropped off in the "Application BOX ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.
- FOR ATTENTION NOTE** : Human Resource Department  
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83

form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

- CLOSING DATE** : 19 May 2023
- POST 15/194** : **CLINICAL NURSE PRACTITIONER (PHC MOBILE CLINIC) REF NO: GTN 17/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Other Benefits: 13<sup>TH</sup> 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 **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.
- 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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted

to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 7/2023 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** : 19 May 2023
- POST 15/195** : **PROFESSIONAL NURSE-SPECIALTY STREAM- (EMERGENCY & TRAUMA) REF NO: MURCH-21/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Professional Nurse **Grade 1:** Senior Certificate, Diploma / Degree in General Nursing. Post basic Diploma qualification in Trauma & Emergency Nursing Science or Orthopedic Nursing Science. Current registration receipt with SANC. Experience: 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 Trauma & Emergency Nursing Science. Certificate of Service endorsed by Human Resource Department Professional Nurse **Grade 2:** Senior Certificate, Diploma / Degree in General Nursing. Post basic Diploma qualification in Trauma & Emergency Nursing Science or Orthopedic Nursing Science. Current registration receipt with SANC. A minimum of 14 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource Department. Knowledge, Skills and Competencies: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework. Ability to formulation patient's care related policies, vision, mission, and objectives 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 relevant resource under 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** : 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** : Mrs CN Dlamini Tel No: 039-6877311 ext. 140
- 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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other 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/ 21/2023 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** : 26 May 2023
- POST 15/196** : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH-22/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Professional Nurse **Grade 1:** Grade 12 or Matric Certificate. Diploma/Degree in Midwifery Nursing Science, Diploma /Degree in Operating Theatre Nursing Science. SANC Receipt for 2023 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. Professional Nurse **Grade 2:** Grade 12 or Matric Certificate. Diploma/Degree in Midwifery Nursing Science, Diploma /Degree in Operating Theatre Nursing Science. SANC Receipt for 2023. A minimum if 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. Knowledge, Skills and Competencies: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Ability to formulation patient's care related policies, vision, mission, and objectives 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 relevant resource under

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**

: Provision of optimal, holistic specialized nursing care with set of standards and a professional / legal growth. Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care Perform night duty services in Theatre and Emergency & Trauma Display a concern for patient, 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 disaster 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's satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS 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 hygiene environment Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences Demonstrate and understanding of Human Resources and Financial Management Policies and procedures Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES  
APPLICATIONS**

Mrs CN Dlamini Tel No: 039-6877311 ext. 140  
: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and 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/ 21/2023 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**

: 26 May 2023



**POST 15/197** : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT**  
**REF NO: PSH 10/ 2023**

**SALARY** : R424 104 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 Finance/SCM/ Public Management. 3 - 5 years supervisory experience in SCM Environment. Computer literacy Microsoft Word and Excel (Certificate required) Valid unendorsed driver's licence Only shortlisted candidates will submit/attaché proof/qualifications Knowledge, Skills and Competencies Required Ability to demonstrate knowledge of policies well. Ability to keep abreast of work related developments. Ability to apply technical/professional knowledge and skills in immediate work area and wider work environment. Knowledge of PFMA and Treasury Regulations. Provide information on the status of supply chain management and report on irregularities. Provide guidance and advice on supply chain management. Decision making and leadership skills.

**DUTIES** : Manage, evaluate and direct performance of Supply Chain and Asset Management. Ensure compliance with Departmental SCM and Asset Management Policy Framework, Practice Notes and Treasury Regulations. Ensure that acquisition of goods and services activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyse monthly reports related to Supply Chain and Asset Management. Provide advice, guidance and input to policies. Identify and manage potential risks and mitigation strategies. Ensure the effective, efficient and economical management of allocated resources of the division. 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. Certified copies must not be submitted when applying for employment. (Only short listed candidates will submit). 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** : 19 May 2023

**POST 15/198** : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, & 3 REF NO: MURCH-24/2023**

**SALARY** : R359 622 per annum  
R420 015 per annum  
R491 676 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE** : Murchison Hospital  
**REQUIREMENTS** : **Grade 1:** Matric or senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt (2022/2023) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. 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:** Matric or

senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt (2022/2023) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employee who perform community service, as required in South Africa. Minimum of eleven 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. Previous work experience /Certificate of service endorsed by your Human Resource Department. **Grade 3:** Matric or senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt (2022/2023) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Minimum of 20 years' experience after registration with HPCSA in the relevant professions in respect of RSA qualified employee who performed community service, as required in South Africa. Minimum of 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. Previous work experience /Certificate of service endorsed by your Human Resource Department. Knowledge, Skills and Competencies Sound Knowledge of radiation protection Sound Knowledge of diagnostic radiography practice and ethos. Good communication and interpersonal skills.

**DUTIES** : To provide high quality diagnostic radiography service observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in 24-hour Radiographic service e.g., Standby duty Night duty, weekends and Public holidays Participate in quality assurance and quality improvement programs Assist junior personnel and student radiographers on radiography related matters Perform clerical duties when necessary Participate on the implementation of National Core Standard, Quality Assurance and Quality framework Promote Batho Pele Principles in the execution of duties for service delivery.

**ENQUIRIES** : Mrs TE Tsatsimpe Tel No: 039-6877311 ext. 148  
**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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and 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/ 21/2023 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** : 26 May 2023

<b><u>POST 15/199</u></b>	:	<b><u>ARTISAN FOREMAN (ELECTRICAL) REF NO: ITSH 13/2023</u></b>
<b><u>SALARY</u></b>	:	R344 811 per annum, other benefits: 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital Matric Certificate (Grade 12) /N3, Trade test certificate (Electrical), five years post qualification experience as an artisan, Valid Driver's License Knowledge, Skills, Training and Competencies Required: Computer literacy-aided technical applications, Technical design, consulting report writing and analysis knowledge including compiling specifications, Health and Safety Act and safety standards, Good verbal and written communications skills, Interpersonal, Planning and organising skills, Ability to work under pressure, Project change and financial management, Knowledge of legal compliance.
<b><u>DUTIES</u></b>	:	The Artisan Foreman shall be directly responsible for supervision of staff in the maintenance, Installation work such as tubing and wiring in roof spaces, surface work and low-tension work, Maintain all plant rooms under his control in a safe, clean and tidy condition, Repairs all types of light fittings, inclusive of lamping, Regular testing of emergency generator sets, inclusive of checking water and oil levels. Safety tests on GenSets are to be made on a weekly basis, Weekly testing of fire alarms and all associated equipment viz. Booster pumps (if applicable), Weekly safety checks of all laundry equipment such as door switches. These tests are to be recorded in the equipment register. Training of laundry staff in the safe use of equipment also necessary, Maintenance and minor repairs to all domestic appliances, equipment and plant, Batteries on all equipment to be tested weekly. These include taking SG readings of all cells, topping up with acid and distilled water as necessary, Regular visual inspection of all vacuum, pumps, oxygen bank, main A/C plant, Air Handling Units-inclusive of drive belts, Must be conversant with applicable industrial and domestic by-laws, rules and regulations, Must be able to read schematic drawings (electrical) and design basic circuitry and wire up accordingly, Test and record single phase earth leakage relays using a socket tester and logged once per week, Do routine safety checks on all electrical appliances, To supervise the cleaning of transformer rooms, sub-stations and plant rooms, To supervise handyman and assist other tradesmen, when requested to do so by the Maintenance Supervisor, Be responsible to ensure cleaning of work place/ workshop is carried out properly, Exercise control of Trades Aide, Exercise control over equipment/ tools and keeping good working order, Keep an up to date and current equipment register, Be responsible for materials issued and completing job, Always adhere to safe working practices (in accordance to the O.H.S, Act No 85/1993), Daily reporting of faults, job progress and daily completion of job cards/time sheets ,Attend safety and practical orientation ,trainings and courses, To perform standby duties and after hours call outs. The duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter, Work overtime with remuneration when considered with the approval of Maintenance Manager, Be prepared to visit Primary Health Care Clinics to perform maintenance duties when required(This is the essential part of the conditions of employment),Must be prepared ,in times of crisis to perform other essential services such as strikes, floods i.e. Maintenance orientated duties, Take responsibility for in house training and advancement of subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	All enquiries should be directed to Mr.NT Mahlobo Tel No: 034-4134000 All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard

from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post. Those who previously applied are encouraged to re-apply.

**CLOSING DATE**

:

19 May 2023

**POST 15/200**

:

**SOCIAL WORKER GRADE 1, 2 & 3 REF NO: GJGM 08/2023 (X1 POST)**

Component: Allied Health

This is a re-advertisement those who apply previously are free to re-apply.

**SALARY**

:

Grade 1: R294 411 per annum

Grade 2: R359 520 per annum

Grade 3: R432 348 per annum

**CENTRE**

:

General Justice Gizenga Mpanza Regional Hospital

**REQUIREMENTS**

:

**Grade 1:** Bachelor's degree in Social Work plus Current registration with South African Council of Social Services Profession (SACSSP) as a Social worker.

**Grade 2:** Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 10 years relevant experience after

**Grade 3:** Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 20 years relevant experience after registration with HPCSA as a Social Worker.

Recommendation: A valid driver's license. One year as a Social Worker will be an added advantage. Knowledge Skills & Competencies: Knowledge of the integration of the principles, values and ethics of social work in patient care. Knowledge and skills in all methods of Social Work. Knowledge of the National Health policy. Understanding of the hospital policy and procedures. Ability to work in within a multi – disciplinary team. Good communication and reporting skills. Ability to manage a workload effectively under Stressful conditions. Knowledge of problem solving, decision making and conflict management skills.

**DUTIES**

:

Render individual or joint therapeutic counselling. Facilitates placements of abandoned children and adults. Advocate and mobilize resources within an outside the hospital. Participates and contribute during ward rounds. Keep up to date with theory and practice of all methods of social work and continuously engage in professional development initiatives. Comply with administration tasks such as letters and report writing, maintaining accurate and daily statistics. Conduct psycho social assessment of patients and their families. To participate as a team member in the HIV/AIDS programme. To conduct home visits. Assessments and counselling of patients and families in respect of various social problems, coping with disease and bereavement counselling.

**ENQUIRIES**

:

Mrs ZI Maxhakana Tel No: (032) 4376252

**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

**NOTE**

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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](http://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). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). s. 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. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints

**CLOSING DATE**

: 19 May 2023

**POST 15/201**

: **ADMINISTRATIVE CLERK SUPERVISOR: PATIENT ADMINISTRATION REF NO: EB11/2023 (X1 POST)**

**SALARY CENTRE REQUIREMENTS**

: R294 321 – R334 194 per annum. Other Benefits: 13th Cheque, East Boom CHC  
 : Medical Aid (optional), home owners allowance (employees must meet prescribed requirements Senior Certificate (Grade 12, 3 to 5 years' experience in Patient Administration Computer literacy (MS Word, Excel, PowerPoint, and Outlook) only shortlisted candidates will submit qualification and Proof of previous and current work experience in Patient Administration endorsed by your Human Resource Department. Recommendations: Valid code 08/10 drivers licence, National Diploma in Public Management Knowledge, Skills, Trainings And Competencies Required For The Post: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Relations, Basic Conditions of Employment Act and Public Finance Managers Act., Broad knowledge of HPRS system, Strong leadership qualities, good decision making, communication skills and problem solving skills, Ability to work under pressure and meet deadlines, Excellent customer care and interpersonal team building skills, Must be driven, courteous enthusiastic and demonstrate a high level of efficiency, Must be able to promote, practice and maintain patient confidentiality, Good report writing and presentation skills, Have a high level of planning and organisational skills.

**DUTIES**

: Supervise the provision of a 24 hour Patient Administration Service, Ensure that effective systems are in place to facilitate appropriate management/registration of new patients and servicing repeat patients attending the Outpatients Department, Ensure effective, efficient utilisation of resources allocated to Patient Administration, including the development of staff, Provide mechanisms for the safe and efficient maintenance of patients medical records and other relevant records a per record management prescripts, Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records, Develop, implement and monitor measures aimed at reducing patient waiting times in Patient Administration, Receive, investigate and resolve all complaints promptly and efficiently and provide feedback to the necessary role players, Monitor and assess staff performance as per Key Performance Areas outlined on EPMS and Job Description, Manage leave and absenteeism in accordance with Human Resource Policies, Uphold the principals of Batho Pele, Develop, implement and monitor Standard Operating Procedures and policies for improved service delivery, Manage conflict and grievances in an efficient and unbiased manner, Perform regular spot checks and after hour visits in Patient Administration, Completion and submission of monthly statistics, Ensure effective and efficient implementation of the HPRS for scanning, tracking and safe keeping of patient information, Ability to function in a resource constraint environment.

**ENQUIRIES APPLICATIONS**

: Mr EJ Wynia Tel No: 033 264 4904  
 : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.

**FOR ATTENTION NOTE**

: Human Resource Practices  
 : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents. Target group for this post is an African Male.

**CLOSING DATE** : 19 May 2023

**POST 15/202** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: GTN 14/2023 (X1 POST)**

**SALARY** : R294 321 per annum (Level 07). 13<sup>th</sup> Cheque, Medical Aid (Housing Allowance (employee must prescribed requirements)

**CENTRE** : Greytown Hospital

**REQUIREMENTS** : Senior Certificate /Grade 12 plus Computer Literacy Experience 3 – 5 years' experience in Human Resource Practices. Recommendations: PERSAL Certificates. Knowledge, skills, Training and Competences 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 analyze PERSAL reports. Strong leadership ability.

**DUTIES** : Will be the immediate supervisor of the Human Resource Officers in the HR Practices Component. Ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service namely leave, housing, allowances, deductions, injury on duty is provided for all staff employed by Greytown Hospital. Will supervise and manage the day to day functioning of the Human Resource Officers and ensure that a high quality of service is being provided. Ensure the payment of all allowances and fringe benefits is done accurately. Responsible for leave matters and PILIR. Manage and maintain staff records on leave, personal, housing, IOD and departmental related matters. Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions. Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service. Will be responsible for the Performance Management and Supervision of staff in Human Resource Practices. Ensure that all salaries are updated when changes occur, and all new policy directives are implemented. Check, approve PERSAL transactions according to delegations. Manage and maintain staff records on leave, pillar, housing, injury on duty and related matters. Management of overtime and commuted overtime. Prepare reports on Human Resource administration issues and statistics. Allocate and ensure quality of work. Assess staff performance and apply discipline. Exercise direct control and supervision of staff.

**ENQUIRIES** : Mrs TN Khanyile Tel No: (033) 4139 452

**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250.

**FOR ATTENTION** : Mrs Z.J Ngobe

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may 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 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) 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.  
19 May 2023

**CLOSING DATE**

:

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

- CLOSING DATE** : 19 May 2023
- NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

**MANAGEMENT ECHELON**

- POST 15/203** : **DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/APRIL/23/80**  
(Re-Advertisement)
- SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)
- CENTRE** : Ehlanzeni District Office, Mbombela (Nelspruit)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision



- making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills.
- DUTIES** : To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

#### **OTHER POSTS**

- POST 15/204** : **MEDICAL OFFICER GRADE 1-3: (REPLACEMENTS) REF NO: MPDOH/APRIL/23/81 (X2 POSTS)**
- SALARY** : R906 540 - R1 491 627 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Standerton Hospital (Gert Sibande District)  
Mapulaneng Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with

clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/205** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE (REPLACEMENT) REF NO: MPDOH/APRIL/23/82**

**SALARY** : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in an Critical Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Critical Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/206** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/APRIL/23/83**

**SALARY** : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 15/207</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/APRIL/23/84</u></b>
<b><u>SALARY</u></b>	:	R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital (Nkangala District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in an Paediatric Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 15/208</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE OF THE HOD (REPLACEMENT) REF NO: MPDOH/APRIL/23/85</u></b>
<b><u>SALARY</u></b>	:	R424 104 per annum, (plus service benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	: Provincial Office, Mbombela (Nelspruit) : Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification. At least 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). At least 3-5 years' relevant experience as Secretary in the office of the Senior Manager. Excellent MS Office skills. Experience in working in the Executive Office will be an added advantage. Good verbal and written communication skills. Logical and innovative thinking abilities. Must be able to pay attention to details. Must be prepared to work under pressure and for long hours. Sound understanding of and the ability to grasp the public service policies and regulation including the Public Service Act, PFM, and Treasury Regulations administration related policies and initiative. Knowledge of executive office management policies will be an added advantage. Good report writing skills. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical, and creative thinking. Knowledge of budget planning and control. Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	: Responsible for the co-ordination of administrative function in the Office of the Head of Department. Co-ordinate meetings with stakeholders or institutions. Maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HOD. Receive, acknowledge, and channel correspondence relating to the Office of the HOD to the relevant components for further attention. Make follow ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Maintain office expenditure records. Maintain a database of important contact numbers.
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 15/209</u></b>	: <b><u>RADIOGRAPHER GRADE 1 (REPLACEMENT) REF NO: MPDOH/APRIL/23/86</u></b>
<b><u>SALARY</u></b>	: R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	: Witbank Hospital (Nkangala District) : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2023). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<b><u>DUTIES</u></b>	: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 15/210** : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/APRIL/23/87 (X9 POSTS)**
- SALARY CENTRE** : R294 321 per annum, (plus service benefits)  
: Shongwe Hospital, Barberton Hospital, Matikwana Hospital, Tintswalo Hospital, Tonga Hospital, Lydenburg Hospital, Rob Ferreira Hospital, Themba Hospital and Mapulaneng Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
- DUTIES** : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 15/211** : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/APRIL/23/88 (X8 POSTS)**
- SALARY CENTRE** : R294 321 per annum, (plus service benefits)  
: Amajuba Memorial Hospital, Carolina Hospital, Embhuleni Hospital, Bethal Hospital, Evander Hospital, Standerton Hospital, Piet Retief Hospital and Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
- DUTIES** : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and

		mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 15/212</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/APRIL/23/89 (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 per annum, (plus service benefits)
	:	Impungwe Hospital, Witbank Hospital, Middelburg Hospital, Mmamethlake Hospital, KwaMhlanga Hospital and Waterval Boven & H A Grove Hospitals Cluster (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 15/213</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/APRIL/23/90 (X9 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 per annum, (plus service benefits)
	:	Shongwe Hospital, Barberton Hospital, Matikwana Hospital, Tintswalo Hospital, Tonga Hospital, Lydenburg Hospital, Rob Ferreira Hospital, Themba Hospital and Mapulaneng Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.
<b><u>DUTIES</u></b>	:	To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective

compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/214** : **ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/APRIL/23/91 (X8 POSTS)**

**SALARY CENTRE** : R294 321 per annum, (plus service benefits)  
: Amajuba Memorial Hospital, Carolina Hospital, Embhuleni Hospital, Bethal Hospital, Evander Hospital, Standerton Hospital, Piet Retief Hospital and Ermelo Hospital (Gert Sibande District)

**REQUIREMENTS** : Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

**DUTIES** : To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/215** : **ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/APRIL/23/92 (X5 POSTS)**

**SALARY CENTRE** : R294 321 per annum, (plus service benefits)  
: Impungwe Hospital, Witbank Hospital, Middelburg Hospital, Mmamethlake Hospital and KwaMhlanga Hospital (Nkangala District)

**REQUIREMENTS** : Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all

levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

**DUTIES** : To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/216** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/APRIL/23/93 (X30 POSTS)**

**SALARY** : R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : **Mbombela Sub-district (9):** KaNyamazane CHC, Sand River Clinic, Clau-Clau Clinic, Hazyview Clinic, Manzini Clinic, Kaapmuiden Clinic, Louieville Clinic, Glenthorpe Clinic and Lows Creek Clinic.  
**Bushbuckridge Sub-district (7):** Marite Clinic, Cottondale Clinic, Maviljan Clinic, Islington Clinic, Arthurstone Clinic, Shatale Clinic and Casteel Clinic.  
**Nkomazi Sub-district (9):** Mbangwane Clinic, Steenbok Clinic, Block C Clinic, Masibekela Clinic, Ntunda CHC, Schoemansdal Clinic, Phiva Clinic, KaMhlushwa Clinic and Mzinti Clinic.  
**Thaba Chweu Sub-district (5):** Sabie Clinic, Glory Hill Clinic, Simile Clinic, Brondal Clinic and Bourkesluck Clinic (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

**DUTIES** : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/217** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/APRIL/23/94 (X20 POSTS)**

**SALARY** : R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : **Chief Albert Luthuli Sub-district (5):** Carolina Clinic, Vlakplaas Clinic, Eerstehoek Clinic, Mooiplaas Clinic and Kroomdraai Clinic.  
**Dipaliseng Sub-district (1):** Grootvlei CHC.  
**Dr Pixley Ka Seme Sub-district (3):** Amersfoort Clinic, Ezamokuhle Clinic and Sinqobile Clinic.



		Govan Mbeki Sub-district (1): Embalenhle CHC.
		<b>Lekwa Sub-district (4):</b> Mispel Street Clinic, Morgenzon Clinic, Stanwest (Azalia) Clinic and Thuthukani Clinic.
		<b>Mkhondo Sub-district (1):</b> Piet Retief Clinic.
		Msukaligwa Sub-district 5): Chrissiesmeer Clinic, Davel Clinic, Kwazanele Clinic, Lothair Clinic and Sheepmoor CHC (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<b><u>DUTIES</u></b>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 15/218</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1: REF NO: MPDOH/APRIL/23/95 (X15 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	<b>Thembisile Hani Sub-district (3):</b> Tweefontein C Clinic, Goederede Clinic and Vlaklaagte 1 Clinic. <b>Emalahleni Sub-district (2):</b> Siphosensimbi CHC and Thubelihle CHC. <b>Emakhazeni Sub-district (2):</b> Machadodorp Clinic and Siyathuthuka Clinic. <b>Steve Tshwete Sub-district (2):</b> Ext. 8 Clinic and Ext. 6 Clinic. <b>Dr JS Moroka Sub-district (6):</b> Kliplaatdrift Clinic, Allemansdrift Clinic, Lefiso CHC, Diphlane CHC, Marapyane CHC and Valschfontein Clinic (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<b><u>DUTIES</u></b>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

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

**CLOSING DATE** : 22 May 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 15/219** : **ADMINISTRATION CLERK: LANDCARE (GEORGE) REF NO: AGR 25/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate administrative experience; Proven computer literacy. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems; Skills needed: Administrative; Organising and planning; Written and verbal communication; Interpersonal; Ability to handle routine tasks.

**DUTIES** : Provide the following: Reception service; Typing service; Office administration; Logistical support; Perform administrative and related functions.

**ENQUIRIES** : Mr H Muller Tel No: (044) 808 3721  
**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 15/220** : **HOUSEHOLD AID: GENERAL SUPPORT SERVICES REF NO: AGR 24/2023 (X3 POSTS AVAILABLE IN ELSENBURG)**

**SALARY** : R125 373 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Adult Basic Education and Training (ABET level 2-Grade 5). Recommendations: Working knowledge in food services, preparing food and working with industrial kitchen equipment; Ability to work shifts, weekends and public holidays. Competencies: Knowledge of Occupational Health and Safety Act, the Hazard Analysis Critical Control points (HACCP) and good safety points; Ability to work independently, as well as part of a team; Communication skills (written and verbal); Work under pressure.

**DUTIES** : Prepare, dishing of food for students or clients; Cleaning of hostel kitchen and facilities; Maintain general hygiene and safety in the food service unit, apparatus and equipment, following hygiene and safety directives; Clean all work areas, storage areas, utensils an equipment; Follow and complete elementary control measures.

**ENQUIRIES** : Ms LB Smith Tel No: (021) 808 5470  
**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](mailto:westerncape@immploy.com)

**NOTE** : Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). 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. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE** : 22 May 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 15/221** : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: CAS 20/2023**

**SALARY** : R424 104 per annum (Level 09)  
**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 experience in a Communications or Journalism environment. Recommendation: Experience in the following: Financial Processes; Working with Adobe Indesign; Social media 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. Competencies: Knowledge of the following: Writing and editing; Photography; Social media content management; Financial processes; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

**DUTIES** : Preparing internal communications content; Assist with preparing media releases; Website and social media content management; Attendance of events to perform communications-related duties; Assisting with financial processes and budget management; Management of staff members.

**ENQUIRIES** : Ms T Colyn Tel No: (021) 483 9877  
**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 15/222** : **HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 19/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in the field of Archaeology, Paleontology, Geology, Meteorites, Heritage conservation, Anthropology, Building Sciences, History or Architecture; 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: Proven computer literacy. Competencies: Knowledge of the following: Training in heritage environment, and related disciplines; Human resource management; Skills needed: Training; Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Communication (written, verbal and presentation) skills; Proven computer literacy (MS Office).

- DUTIES** : Processing application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for formal protection of Heritage Resources; Monitor and enforce compliance with permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance and advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals.
- ENQUIRIES APPLICATIONS** : Ms W Dhansay Tel No: (021) 483 9598  
: 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 15/223** : **GROUNDSMAN: KOEKENAAP CULTURAL FACILITY(KOEKENAAP) REF NO: CAS 21/2023**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities); 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. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.
- DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants and flower beds); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.
- ENQUIRIES APPLICATIONS** : Ms L Jeptha Tel No: (021) 483 9722  
: 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](mailto:westerncape@immploy.com)
- NOTE** : Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). 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. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

#### **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** : 22 May 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00.

you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 15/224** : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 08/2023**

**SALARY CENTRE** : R424 104 per annum (Level 09)  
: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Business/Project management or related field; A minimum of 3 years experience in Enterprise or SMME (Small, Medium and Micro-Enterprise) related environments. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher). 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 Procurement as a tool for SMME development (access to markets); Business development support measures; Government processes and procedures; Project management; Excellent written and verbal skills; Computer Literacy; Communication skills (written and verbal); Problem solving; Network and business linkages; Impact and influence.

**DUTIES** : Provide support in the following areas: Implementation of initiatives to provide opportunities ( e.g. access to markets) for small businesses; Initiatives to enable small business access to non-financial and financial support; Building and strengthening partnerships to provide businesses development support services; Implementation of initiatives to enhance entrepreneurship within the region; Initiatives to identify specific gaps and/or blockages and refer to relevant components; Support the development of initiatives to improve the enabling environment for businesses through government interaction; Implementation of business innovation strategies and policies.

**ENQUIRIES** : Mr D Damons Tel No: (021) 483 4934

**POST 15/225** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 07/2023**

**SALARY CENTRE** : R359 517 per annum (Level 08)  
: Department of Economic Development and Tourism, Western Cape Government.

**REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management or similar environment. Recommendation: Experience in the following: Managing cash flows/expenditure; Budgeting/allocation of resources. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Acts, National Treasury regulations, Provincial Treasury Directives, etc.); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Financial Management Systems (BAS) and its structures; Appropriation accounts; Complex submissions; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to function under pressure; Sound organising and planning skills.

**DUTIES** : Assist in the following: Co-ordination of the budgeting and planning portfolio; Management of the revenue and expenditure portfolio; Co-ordination of the reporting portfolio; Participate in committees/forums/working groups.

**ENQUIRIES** : Mr R Le Breton Tel No: (021) 483 9158 / Ms H Matakane Tel No: (021) 483 9153

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

**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** : 22 May 2023

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

#### **OTHER POSTS**

**POST 15/226** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): RECTIFICATION REF NO: EADP 08/2023 (X2 POSTS)**

**SALARY CENTRE** : R451 587 per annum, (OSD as prescribed)  
 : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate Honours Degree in Environmental Management/Natural Sciences/Social Science/Geographical Sciences/Conservation Biology or related; Registered as a Environmental Assessment Practitioner (EAP) or Candidate EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and applied for registration or will apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); A valid (Code B) driving licence. Recommendation: Experience in the following: Review of Environmental Impact Assessment applications and/or related field; Integrated Environmental Management, including applicable legislation and policies; Environmental compliance and enforcement; National Water Act and water use licence applications; Biodiversity and coastal management policies and programmes; National Environmental Management: Waste Act and waste licensing applications. Competencies: Knowledge of the following: Evaluation of environmental impact assessments and management programmes/plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Environmental policies, guidelines, norms and standards; Environmental Management Systems; Constitution of RSA and Constitution of the Western Cape; Principles of environmental management; Relevant policies and procedures of the Directorate/Dept; Public Service Code of Conduct. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Maintain quality and productivity regarding the efficient and effective processing of section 24G applications; Conduct compliance with section 24G Environmental Authorisations; Provide a support service with regard to environmental comment and advice; Provide a support with regards to Productivity and Quality Management within the component.

**ENQUIRIES** : Zaidah Toefy Tel No: (021) 483 2701

**POST 15/227** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY MONITORING REF NO: EADP 12/2023**

**SALARY CENTRE** : R451 587 per annum, (OSD as prescribed)  
 : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning. Competencies: Knowledge of the following:

Environmental Management (air quality management, integrated environmental management; pollution management; regulatory services); Air Quality Management Systems (e.g. air quality monitoring network, atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation (e.g. NEMA, NEM:AQA). Skills in the following: Communication (written and verbal); General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Excellent research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team.

**DUTIES** : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Provide specialist advice and technical expertise and assistance with respect to the operation and maintenance of an air quality monitoring network; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

**ENQUIRIES** : Dr J Leaner Tel No: (021) 483 2888

**POST 15/228** : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL ECONOMY REF NO: EADP 10/2023**

**SALARY CENTRE** : R310 767 per annum, (OSD as prescribed)  
: Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Natural, Physical or Environmental Sciences, Social Science or Economics; A valid driving license (Code B or higher). Recommendation: Willingness to travel within the Western Cape. Competencies: Knowledge in the following: Green Economy; Sustainability; Good understanding of the energetic mix and environmental challenges or genuine curiosity towards these subjects. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc) and internet; Excellent communication (written and verbal); Excellent interpersonal skills; Ability to take initiative; Multi-tasking; Committed and dedicated; Ability to handle stress; Ability to work independently and as part of a team.

**DUTIES** : Assist with the coordination of Environmental Economy activities in the Department; Undertake research as required to support Environmental Economy efforts within the Western Cape; Assist with mainstreaming, implementation and reporting of Resource Efficiency efforts across Western Cape; Awareness and education for Resource Efficiency and Environmental Economy in Western Cape; Awareness and education for broader themes of Resource Efficiency in Western Cape Government operations; Awareness of Green Economy development; Assist with organising meetings, environmental awareness events, seminars and conferences.

**ENQUIRIES** : Ms A Mali Tel No: (021) 483 5897

#### **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.

#### **MANAGEMENT ECHELON**

- POST 15/229** : **DIRECTOR: VIOLENCE PREVENTION**  
Directorate: Violence Prevention
- SALARY** : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Public Health/Social Science or related field as recognized by SAQA with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant) Experience Appropriate experience and proven track record in all major aspects of management. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Knowledge and understanding of policy development, strategy management, monitoring and review processes. Knowledge and understanding of information systems, programme and project management. Knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of public service procedures, processes and systems. Ability to communicate in at least two of the three official languages of the Western Cape. Strong corporate management skills within a health care environment. Note: No payment of any kind is required when applying for this post.
- DUTIES** : Provide strategic management including change management, guidance, advice and oversight in respect of violence prevention policies, strategy as well as intervention development and implementation. Facilitate the development, co-ordination, approval as well as the evaluation of evidence-based policies and violence prevention interventions and ensure the implementation thereof. Provide overall guidance and support to the Implementation Teams across the various geographic areas. Collaboratively influence policy and strategy alignment between all spheres of government. Ensure that trust-based relationships/partnerships with stakeholders are developed through managing stakeholder expectations, networking and fostering good communications. Overall responsibility for corporate governance, including all aspects of People Management and Development, and Financial Management.
- ENQUIRIES** : Ms JO Arendse Tel No: (021) 815 8612
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : 26 May 2023
- POST 15/230** : **CHIEF EXECUTIVE OFFICER**  
Chief Directorate: Metro Health Services
- SALARY** : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such, as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the



Western Cape. Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Adaptive leadership capability, with the ability to create and lead a high performing hospital leadership and management team to promote efficiency, creativity, diversity, critical thinking, and rewarding workplace relationships within the hospital. Ability to develop, implement, monitor, and evaluate an organisational change management plan for the hospital to achieve the vision and objectives of the hospital, to respond to challenges, mitigate resistance to and engage staff in successful change efforts. Strong corporate management skills within a health care environment. Policy implementation and guidelines development skills. Strong business orientation with proven skills and ability in the financial management of health services. Ability to manage and deescalate conflict effectively and to lead in productive problem-solving within the hospital. Open-minded and able to accommodate diverse views. Ability to respond fast, decisively, and appropriately to rapidly changing situation. Computer literate in MS Office and familiar with online tools for effective communication.

- DUTIES** : Exercise leadership and overall governance, within the departmental strategic priorities and frameworks of Transitional Care as it pertains to Mental Health and Services for Persons with Intellectual Disability. Overall responsibility for Clinical Governance of Alexandra Hospital as it seeks to incorporate the Transitional Care Model, residential and community based mental health governance. Engage and coordinate key stakeholders in an oversight role, within the Department of Health and Wellness and with intersectoral government and NPO partners. Ensuring effective and efficient management of all aspects of patient care, at the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, management of Support Service and oversight of Contract management with key partners. Incumbent will be required to manage the health facility and services efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health and Wellness department. Represent the facility appropriately in relevant internal and external governance interactions. Provide leadership support to the specific facility and deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Hospital. Implement Health Policies and Protocols. Ensure effective and efficient liaison and co-operation with all Service Providers in the geographic areas of responsibility as well as the Health Facility Board and representatives of the community, and other statutory bodies, as appropriate. Encourage the use of evidence in the development and evaluation of services by staff within the hospital, support engagement with the departmental research processes and academic institutions in the generation and sourcing of evidence to improve service development and delivery.
- ENQUIRIES** : Dr G Perez Tel No: (021) 815-8668
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023

#### OTHER POSTS

- POST 15/231** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Rural Health Services
- SALARY** : R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid Code B drivers' license. Be able to work commuted overtime at

- Obstetrics and Gynaecology Department. Provide governance for the Termination of Pregnancy (TOP) Service for Garden Route and Central Karoo. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape, as well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.
- DUTIES** : Manage overall performance of a 24/7 Obstetrics & Gynaecology service, including the outreach program of the department. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District. Corporate governance of the Obstetrics & Gynaecology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Obstetrics & Gynaecology Department.
- ENQUIRIES** : Dr T Koen Tel No: (044) 802-4535
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023
- POST 15/232** : **PHARMACY SUPERVISOR GRADE 1**  
Garden Route District
- SALARY** : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : George Sub-district, (Thembaletu CDC)
- REQUIREMENTS** : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. To be registered as Responsible Pharmacist with the SAPC when appointed. Ability to communicate in at least two of the three official languages of the Western Cape. Preparedness to be registered as a tutor with the SAPC. Preparedness to be registered with the SAPC as a Supervising Pharmacist for Primary Health Care Clinics. Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV).
- DUTIES** : Responsible for Pharmaceutical and Therapeutic governance in the facility where they are appointed as well as the primary healthcare facilities resorting under their appointed facility. Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Manage, assess, and monitor compliance of own facility and facilities resorting under their appointed facility with regards to Good Pharmacy Practice and ideal facility standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff and supervision and management of Indirectly Supervised Pharmacist Assistants. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the rural primary health care setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, and rational medicine use prescription reviews.
- ENQUIRIES** : Mr S Honeyborne Tel No: (044) 814-1143
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be requested to perform a practical test.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/233</u></b>	:	<b><u>DEPUTY DIRECTOR: QUALITY ASSURANCE</u></b> Directorate: Assurance
<b><u>SALARY</u></b>	:	R811 560 per annum, (A portion of the package can be restructured according to the individual's personal needs
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate clinical services experience. Appropriate management experience at a minimum of Assistant Director level. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Applied Strategic and Critical Thinking. Problem-solving, Decision making, Communication (written, verbal and public) skills. Computer Literacy - Applying Information Technology abilities to analysing, learning, and researching. Creating and innovating. Formulating Strategies and Frameworks. Planning and Organising, Change Management. Coping with Pressures. Positive Impact and result driven. Organisation, Self-management. Team membership. Continuous improvement. Diversity Management. Monitoring & Reporting. Service Delivery Improvement Plans Development.
<b><u>DUTIES</u></b>	:	Effective and efficient management of the sub-directorate Quality Assurance (Q A), through Development, Coordination and Implementation of Unit's programmes aligned to National Policies. Ideal Health Realisation Maintenance and Office of Health Standards compliance requirements. Ensure compliance with requests and deadlines being met in respect to all requests for information, submissions, and ministerial enquiries. Manage and co-ordinate stakeholders and institutions as it relates to overall assessments and Quality Improvement interventions under the QA sub- directorate's responsibility. Monitor implementation of legislation and reporting on performance outcomes of Health Establishments on QA activities. Interpret compliance data with regulated norms and standards and service risks by Health Establishments. Develop, co-ordinate and manage implementation of operational plans and QA Strategic Framework. Management of the human resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives. Act as the Department link person with the National Department of Health and Office of Health Standard Compliance in respect of Quality Improvement Programmes. Conduct Research in the QA field to stay up to date with new developments. Ensure improvements in the Patient Experience of Care processes. Provision of high-level Support to top Management and other components.
<b><u>ENQUIRIES</u></b>	:	Mr N Mavela Tel No: (073) 875-8343 / (021) 483-3316
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/234</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE PLATFORM DESIGN</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R811 560 per annum
<b><u>CENTRE</u></b>	:	Office of the Director Clinical Service Improvement
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 4-year Health related national diploma or degree or equivalent registerable with a South African statutory health professions body. A post graduate qualification in Public Health. Experience: Appropriate experience in managing and coordination of public health programmes or systems. Appropriate experience in public health policy development and implementation. Inherent requirement of the job: Valid driver's license. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Ability to adapt and respond to change. Advanced computer literacy. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Good project management skills. Sound research skills. Sound written and communication skills in at least two of the three official languages of the Western Cape. Strong deciding and initiating action.

**DUTIES** : Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Cape Province. Drive the development of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH health system. Management of Financial and Human resources. The incumbent will work closely with public health specialists to ensure a congruent approach within the Department of Health Western Cape. To lead and manage service design and re—design initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. To streamline the care continuum across the province (identify and address bottlenecks).

**ENQUIRIES** : Ms L Najjaar Tel No: (021) 815-8865  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 19 May 2023

**POST 15/235** : **OPERATIONAL MANAGER: NURSING (SPECIALTY: PSYCHIATRY)**  
Chief Directorate: Rural Health Services

**SALARY** : R627 474 per annum (PN-B3)  
**CENTRE** : George Regional 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 a Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the Job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others.

**ENQUIRIES** : Ms J Ehlers Tel No: (044) 802-4536  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 19 May 2023

**POST 15/236** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Overberg District

**SALARY** : R627 474 per annum (PN-B3), (plus a non-pensionable rural allowance of 8% of basic annual salary)  
**CENTRE** : Bredasdorp CDC, Cape Agulhas 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 and midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as

Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to effectively communicate in at least two of the three official languages of the Western Cape. Valid code 8/EB driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

**DUTIES** : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

**ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 19 May 2023

**POST 15/237** : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR GRADE 1 (RADIOGRAPHIC PACS/RIS)**  
 Chief Directorate: Metro Health Services

**SALARY** : R502 785 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirements of the job: Willingness to be on call. Valid (Code B/EB) driver's license and willingness to travel within the Metropole and to peripheral sites. Competencies (knowledge/skills): Experience in Information Technology and medico legal risks. Detailed knowledge of Medical Imaging procedures and equipment. Knowledge of PACS/RIS Systems, solutions, and applicable international standards (DICOM, IHE, HL7). Knowledge of medico legal risks, CR and Digital imaging modalities and medical imaging workflow. Ability to conduct and facilitate training. Knowledge of Telemedicine systems and workflow. Proficient in at least two of the three official languages of the Western Cape.

**DUTIES** : Control and participate in delivering optimal diagnostic imaging. Perform Radiographic duties including Quality Control of Radiographic Equipment. Support the ASD Radiography in managing the radiology department. Manage and support all technical aspects of PACS/RIS and teach and train all categories of staff. Monitor the effective and efficient functioning of PACS/RIS within the Radiology department, end users in the rest of the Hospital and peripheral sites. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. Deliver an efficient and effective support service to the Provincial E Health Clinical Systems: PACS/RIS programme co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services. Manage and support the project when implementing the PACS/RIS solution or any upgrades and change to the solution. Manage accessibility of images at all the Peripheral sites. Manage

		and Support the Teleradiology/Telemedicine services. Manage and compile statistical information.
<b><u>ENQUIRIES</u></b>	:	Mr A Cokoyi Tel No: (021) 360-4305
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/238</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (GENERAL) – OUTPATIENTS</u></b>
		<b><u>DEPARTMENT</u></b>
		(Chief Directorate: Metro Health Services)
<b><u>SALARY</u></b>	:	R497 193 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital
<b><u>REQUIREMENTS</u></b>	:	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 and proof of current registration (i.e annual licencing receipt of 2023). Experience: A minimum of 7-years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code B/EB driver's license Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/skills): Good managerial, supervisory, report writing and decision-making skills. Computer literacy (Word, Outlook, Excel and PowerPoint). Knowledge and insight of legislation, policies and procedures, relevant to current nursing practice within the Public Service. Disciplinary procedure and conflict management skills. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape. Good leadership and organizational skills, and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<b><u>ENQUIRIES</u></b>	:	Ms G Mashaba Tel No: (021) 360-4408
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/239</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)</u></b>
		Garden Route District
<b><u>SALARY</u></b>	:	R497 193 per annum (PNA-5)
<b><u>CENTRE</u></b>	:	Garden Route District Office (Stationed at Mossel Bay Hospital)
<b><u>REQUIREMENTS</u></b>	:	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 and midwife. (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 Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Disease Management.

		Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Ensure implementation, coordination, monitoring and evaluation of the District HIV/AIDS/TB Services. Provide comprehensive support for Mossel Bay and Hessequa Sub-districts to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support Mossel Bay and Hessequa Sub-Districts to achieve programmatic deliverables including Maternal-Child-Women's-Health, First 100 days strategy, HIV/AIDS/STI/TB, and Chronic Disease Management. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Support the Mossel Bay and Hessequa Sub-Districts to achieve and maintain Ideal clinic and Ideal Hospital status for all Health Facilities.
<b><u>ENQUIRIES</u></b>	:	Ms G Holton Tel No: (044) 803-2700
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/240</u></b>	:	<b><u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R444 741 per annum Grade 2: R520 785 per annum Grade 3: R612 642 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA in Ultrasound Radiography. Experience: <b>Grade 1:</b> None after registration with the HPSCA in Radiography in Ultrasound Radiography. <b>Grade 2:</b> Minimum of 10 years' relevant experience after registration with the HPCSA in Ultrasound Radiography. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. Ability to assist with competence building and training. Good interpersonal skills. Ability to work independently and as part of a multi-disciplinary team. Computer literate.
<b><u>DUTIES</u></b>	:	Provide a sonography service to support the general specialist disciplines in Worcester Hospital and the surrounding Geographical Service Area. Responsible for quality assurance in the sonography department. Effective and efficient operational management of the sonography service within the Radiography department, including Human Resource Management, Finances and Asset Management where applicable.
<b><u>ENQUIRIES</u></b>	:	Ms E Dreyden Tel No: (023) 348-1129
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<b><u>CLOSING DATE</u></b>	:	19 May 2023
<b><u>POST 15/241</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum (PN B1) Grade 2: R528 696 per annum (PN B2)
<b><u>CENTRE</u></b>	:	George Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Mental health unit.
- DUTIES** : Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Mental Health service Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms L K de Goede Tel No: (044) 802-4352
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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: Advanced Psychiatric Nursing Science with the South African Nursing Council.
- CLOSING DATE** : 19 May 2023
- POST 15/242** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Central Karoo District
- SALARY** : Grade 1: R431 265 per annum (PN-B1)  
Grade 2: R528 696 per annum (PN-B2)
- CENTRE** : Beaufort West Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least



10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty). Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive a Mobile Clinic. Willingness to work overtime when necessary. Rotation and relief of CNP staff on their leave periods at other facilities in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health and Wellness: Western cape.

**DUTIES** : Manage and provide clinical comprehensive PHC services in the facility as well as to the surrounding farming communities. Support COPC implementation and planned interventions at the community level. Plan and implement Health Promotion and Prevention activities in the facility and the community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist the Operational Manager: PHC with managing human resources.

**ENQUIRIES** : Mr J Erasmus Tel No: (023) 414-8200  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

**CLOSING DATE** : 19 May 2023

**POST 15/243** : **ASSISTANT DIRECTOR: FINANCIAL MANAGER (PATIENT FEES AND ADMINISTRATION)**

**SALARY** : R424 104 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Public Management or Public Administration or Finance related e.g., Economics/Accounting. Experience: Appropriate experience in Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirement of the job: Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Problem solving and lateral thinking. Good communication, training, presentation, interpersonal relationships, leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge source systems such as AR BILLING, CLINICOM, BAS, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Patient Fees and Admin.

**DUTIES** : Provide effective and efficient leadership and support to Patient Fees and Administration sections within the finance component. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Assist with Auditor General audit process and implement interventions to mitigate findings.

**ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3249  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 19 May 2023

**POST 15/244** : **SYSTEM CONTROLLER**  
 Directorate: Information Management

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Information Technology. Experience: Appropriate working experience in Medicine Management Systems. Appropriate demonstrated experience and skills in Microsoft Excel and report writing. Inherent

requirement of the job: A valid (Code B/EB) driver's licence. A high level of computer literacy Competencies (knowledge/skills): Experienced in system support to be able to manage the Medicine Management systems used in the province. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Experience in the use of Microsoft Excel. Microsoft report writing skills. Knowledge of Impromptu® and Crystal® reporting software. Knowledge of the CRD® software.

- DUTIES** : Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Support the standard monthly and ad hoc reporting requirements using report writing tools. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
- ENQUIRIES** : Ms T Blockman at 072 321-2015
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Short-listed candidates will be required to undergo competency assessments/proficiency tests.
- CLOSING DATE** : 19 May 2023

**POST 15/245** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: (HT WAREHOUSE)**

Directorate: Facilities and Infrastructure Management, Health Technology, Projects (on the premises of Lentegeur Hospital)

- SALARY** : R202 233 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/ Mathematics Literacy and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in EPS and Logis system, Asset Management and Procurement. Inherent requirement of the job: Good communication and writing skills in at least two of the three official languages of the Western Cape. Valid (code B/ EB) driver's licence. Competencies knowledge/skills): Computer skills. Basic calculation skills. Ability to perform physical duties in respect of asset movement. Knowledge of Procurement and Asset Management systems and SC regulations applicable. Good People, Verbal and written communication skills.

- DUTIES** : Acquire quotations via IPS (Integrated Procurement system). Procure assets on LOGIS system. Receive and Capture receipt of assets on computer system, including serial numbers. Mark and storage of assets according to prescribed norms, Move and Place assets in allocated areas. Verify that all assets have been allocated correctly and are indicated on the asset register of the hospital/health facility. Assist with the installation and commissioning process, selection of assets, physical uploading and unloading of trucks.

- ENQUIRIES** : Ms N Soetsenburg Tel No: (021) 834-5122
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : The duties will be performed at various HT sites. No payment of any kind is required when applying for this post. A practical test will be done as part of the interview.
- CLOSING DATE** : 19 May 2023

**POST 15/246** : **ADMINISTRATION CLERK: ADMISSIONS (FINANCE)**

Chief Directorate: Rural Health Services

- SALARY** : R202 233 per annum
- CENTRE** : George Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in Clinicom. Appropriate experience in ECM/Medical records. Inherent requirement of the job: Good communication and writing skills in at least two of the three official languages of the Western Cape. Required to work shifts, weekends, public holidays and night shift. Required to work overtime on short notice. Must be willing to rotate and/or relief personnel. Competencies knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18.
- DUTIES** : Admit, register, assess patients, open folders and raise invoices. Ensure audit compliance, and accurate data recording within Admissions. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Safe custody of patient's belongings. Prepare, scan, index and QA patient folders. Support to supervisor, colleagues and other departments.
- ENQUIRIES** : Mr J Malgas Tel No: (044) 802-4422, email: John.malgas@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023
- POST 15/247** : **HOUSEKEEPING SUPERVISOR**  
Chief Directorate: Rural Health Services
- SALARY** : R171 537 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering and time management.
- DUTIES** : Supervise, coordinate, control and inspect the duties of the Household Aids. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Provide food and drink to patients. Support nursing personnel with non-nursing functions. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.
- ENQUIRIES** : Ms L de Goede Tel No: (044) 802-4352
- APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
- FOR ATTENTION** : Mr W Biggs
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023
- POST 15/248** : **PORTER**  
Chief Directorate: Metro Health Services
- SALARY** : R125 373 per annum
- CENTRE** : Helderberg Hospital
- REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate porter experience. Inherent requirement of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.
- DUTIES** : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files,

reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.

**ENQUIRIES** : Ms B Klue Tel No: (021) 850-4738  
**APPLICATIONS** : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.  
**FOR ATTENTION** : Ms JL Julies  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 19 May 2023

**POST 15/249** : **LINEN STORES ASSISTANT**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of handling of clean and dirty linen within a healthy environment. Inherent requirement of the job: Willingness to do manual labour and assist in other departments when required. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic knowledge of the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing linen. Must be able to count well.

**DUTIES** : Collect dirty linen from wards. Receive clean linen, count and issue clean linen to wards. Counting of linen. Keep linen area and storeroom clean and tidy. Washing of patients' clothes.

**ENQUIRIES** : Mr K Jason Tel No: (021) 826-5831  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 19 May 2023

**POST 15/250** : **CLEANER**  
Overberg District

**SALARY** : R125 373 per annum  
**CENTRE** : Gansbaai Clinic, Overstrand Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirement of the job: Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Good interpersonal skills. Relief duties in other departments. Competencies knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices.

**DUTIES** : Maintain a high standard of neat and hygienic environment in facility as stated in a weekly/daily/quarterly and six-monthly schedule according to IPC Policy. Maintaining of cleaning and maintenance of equipment. Ensure the correct waste containers are used according to the correct waste. Effective and correct handling of suppliers, equipment and cost-effective use of resources/consumables.

**ENQUIRIES** : Ms ALI Davids Tel No: (028) 384-1917  
**APPLICATIONS** : The Director: Overberg District, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Mr W Teegler  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 19 May 2023

**POST 15/251** : **GENERAL WORKER STORES**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Oral Health Centres  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a store's environment. Inherent requirement: Ability

to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies knowledge/skills): Ability to work in a team. Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking.

- DUTIES** : Timeous delivery of stock to departments, theatres, and clinics in a cost-effective and safe manner. -Assist clerks with the receipt, storage, and issuing of stock. Assist with the moving of equipment (assets). Maintain the audit trail of deliveries. Clean stores on a regular basis. Any ad-hoc duties.
- ENQUIRIES** : Ms B Linnert Tel No: (021) 937-3009
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 19 May 2023

#### **DEPARTMENT OF INFRASTRUCTURE**

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

#### **OTHER POSTS**

- POST 15/252** : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: GENERAL (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER)**  
**REF NO: DOI 20/2023**
- SALARY** : Chief Engineer - Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed)  
Chief Construction Project Manager – Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed)  
Chief Architect – Grade A: R990 747 per annum, (all-inclusive salary package), (OSD as prescribed)  
Chief Quantity Surveyor – Grade A: R990 747 per annum, (all-inclusive salary package), (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Recommendation: Experience in leadership roles in the built environment. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational

		Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.
<b><u>DUTIES</u></b>	:	Manage professional in-house project teams and relevant committees for a particular project or group of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.
<b><u>ENQUIRIES</u></b>	:	Ms C Skillicorn Tel No: (021) 438 4605
<b><u>POST 15/253</u></b>	:	<b><u>PROFESSIONAL CIVIL/STRUCTURAL ENGINEER (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 19/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	:	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; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety Act and regulations; National building regulations and all relevant built environment legislation; Financial management; Programme and project management; Built environment (civil/structural engineering design and analysis in the construction of office buildings and general facilities; Computer aided design of building structures and services; Design of different structural systems; Design of roads, water, storm water and sewer reticulation and systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Skills needed: Decision-making, leadership, problem solving and analysis, people management, technical report writing, planning and organising, conflict management; Proven computer literacy (MS Office; MS Project, Revit, AutoCAD and engineering application); Ability to work under pressure, meet deadlines and work in a team.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.
<b><u>ENQUIRIES</u></b>	:	Ms C Skillicorn Tel No: (021) 483 4605
<b><u>POST 15/254</u></b>	:	<b><u>CHIEF WORKS INSPECTOR (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: DOI 17/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.
<b><u>DUTIES</u></b>	:	Deliver infrastructure maintenance, upgrading and minor new works of education facilities; Project management and administration in respect of

scheduled and unscheduled maintenance works are 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 N Nolan Tel No: (021) 483 9366

#### **MOBILITY DEPARTMENT**

**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** : 22 May 2023

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

#### **OTHER POSTS**

**POST 15/255** : **DEPUTY DIRECTOR: CONTRACT DEVELOPMENT REF NO: DM 08/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Mobility Department, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in contract development and monitoring. Recommendation: Experience in contract development, monitoring and management. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; All legislation, regulations and policies impacting on public transport activities; National and Provincial Treasury Regulations and Directives as well as appropriate management information systems. Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making.

**DUTIES** : Manage the achievement of component goals in respect of Contract Development: Identification of contract areas and monitor the developments in each one; Ensure the establishment of services. Establish the following: Legal and organisational arrangements between role-players; Contracts and Service Level Agreements (SLAs) with transport operators and service providers. Negotiate contracts with operators and stakeholders; Evaluate, recommend and verify implementation of amendments of contracts; Amend contracts and SLA's; Monitoring the consultation process with commuter forums, local authorities, other departments and stakeholders; Scrutinize and approve the final design specifications for inclusion in the contract documents. Tender Management: Compilation and verification of tender documents. Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Prepare and control work-unit budget; Ensure conformity with Public Financial Management Act and auditing requirements. Management 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: Participation in the recruitment of staff; Actively manage the performance, evaluation and rewarding of staff; Monitor capacity building within the Sub-Directorate.

**ENQUIRIES** : Mr R Collins Tel No: (021) 483 8940

**POST 15/256** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: DM 07/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Mobility Department, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting Science; A minimum of 5 years relevant supervisory experience in a financial accounting environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Numerical; Systematic approach.

**DUTIES** : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

**ENQUIRIES** : Mrs K. Proctor-Fourie Tel No: (061) 884 6572

#### **DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE** : 22 May 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 15/257** : **CHIEF ORGANISATION DEVELOPMENT PRACTITIONER REF NO: DOTP 43/2023 (X3 POSTS)**  
12 Month Contract

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09), plus 37% in lieu of benefits  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year national Diploma/B-Degree (equivalent or higher qualification) in Behavioural Science (Industrial Psychology), Management Science or Public Administration; A minimum of 3 years experience in an organisation development or similar environment; A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Job Analyst Certificate; Business Process Mapping, Redesign and Improvement Certificate/ or Management Services Certificate/ or Organisation and Development Certificate. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation



development theory, practice and techniques; Systems theory; Functional knowledge of key elements/determinants of organisational performance as they relate to the field of organisation development, including diagnostic and intervention processes and techniques; Key elements of organisational behaviour; Equate Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry; Research methods / statistics; Functions of the various components of the Department of the Premier to ensure a holistic, integrated approach to interventions; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Skills needed: Mentoring and coaching, leadership, motivation, research, analytical, diagnostic, planning and organising, innovative problem-solving, facilitation, conflict resolution and communication skills (written and verbal).

**DUTIES** : Design and develop OD intervention methodologies and instruments; Negotiate and supervise (quality assurance) the drafting of terms of reference of OD intervention projects with clients and conclude a draft project plan and "project contract" with the client; Execute and supervise (quality assurance) organisation diagnostic interventions to understand clients' current functioning and to identify areas for further development or interventions; Execute and supervise (quality assurance) the design and planning of appropriate OD interventions based on the organisational diagnosis; Execute and implement advanced OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques, and supervise (quality assurance) such interventions by OD Practitioners; Function as project team leader in respect of specialist functional and project teams.

**ENQUIRIES** : Mr J Boonzaaier Tel No: (021) 466 9700

**POST 15/258** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 13/2023 R1 (X4 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations, Human Resource Management, Law or related field of study; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.

**DUTIES** : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

**ENQUIRIES** : Mr P Samuel Tel No: (021) 483 5118

**POST 15/259** : **GENERAL FOREMAN: PEOPLE EMPOWERMENT AND TRAINING (STELLENBOSCH) REF NO: DOTP 30/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)  
: Department of the Premier, Western Cape Government  
: Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Equipment; Stores; Gardening; Safety; Livestock; Tools; HR matters; Planning and organising; Basic communication skills; Interpersonal; Numeracy and literacy; Ability to operate elementary equipment and machines.

**DUTIES** : Oversee the execution of routine activities in respect of the following: Maintenance of buildings; Gardening and/or maintenance of grounds; Safety and security; Supervise and oversee the execution in respect of cleaning, safeguarding and maintenance services.

**ENQUIRIES** : Mr E Plaatjies Tel No: (021) 865 8051

## DEPARTMENT OF LOCAL GOVERNMENT

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

## OTHER POST

- POST 15/260** : **ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY**  
**REF NO: LG 23/2023**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years relevant 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: Security management; Working knowledge of financial management; Willing to work irregular hours. Competencies: Knowledge of the following: Minimum Information Security Standards (MISS); Minimum Physical Security Standards (MPSS); Public Finance Management Act; Protection of Personal Information Act; Skills needed: Proven computer literacy (MS Office); Problem solving, report writing, presentation; Written and verbal communication; Minute taking.
- DUTIES** : Investigate complaints and incidents relating to employees and safety in the department; Give advice regarding the execution and application of security procedures, systems and action plans; Apply physical risk management control at the departments offices and departmental events; Implement and maintain policy development; Co-ordinate and facilitate security training and awareness; Monitor departmental compliance with security management practices and protection of information.
- ENQUIRIES** : Ms M Coerecus Tel No: (021) 483 5122

## 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** : 22 May 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing

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

**MANAGEMENT ECHELON**

**POST 15/261** : **DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: (PT 13/2022 R2)**

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive salary package)  
 : Provincial Treasury, Western Cape Government

: A appropriate B degree; A minimum of 6 years relevant middle management experience; The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Knowledge of the human resources management function. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Knowledge of provincial policy development processes. Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review processes. Knowledge of financial management processes. Proven knowledge on Strategic Sourcing and Preferential Procurement. Broad knowledge on procurement activities. Knowledge on industry trends and best practices per commodity groups. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement. Knowledge on Procurement policies/procedures/contract management. Proven knowledge on SCM technology and data driven practices. Broad knowledge of asset management practices. Research and reporting procedures. Client needs, planning and organising interpretation of policy matters. Knowledge of financial norms and standards (Public Finance Management Act - PFMA, Municipal Finance Management Act - MFMA, National Treasury regulations - NTR's, Provincial Treasury Directives/ Instructions - PTI's). Knowledge of Infrastructure and Asset 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 communication skills (verbal and written). Outstanding planning, organising and people management skills. Computer literacy skills.

**DUTIES** : Line Management: Strategic management, guidance and advice in respect of local government supply chain management and asset management. This includes the following functional areas of service delivery: Setting best practice norms and standards. Strategic Procurement Supply Chain Management Governance Supply Chain Management Technology Support and assist municipalities to improve their functional capacity. Ensure and enforce compliance, i.e. proper assessment, guiding and monitoring to norms and standards. Establish a data strategy and collate data related to bid awards to assess supplier spread, socio-economic impact and actual bid practices. Guide appeal processes and responding to supplier complaints after due process has been followed. Assess alleged malpractices and possible collusive tendering practices and recommend to the relevant Council. Guide and assist municipalities with asset management implementation Supporting municipalities through technology efficiencies to improve supply chain management and asset management governance and performance. Driving sustainable procurement through fostering socio-economic development in procurement practices. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active

involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Programme Manager on all aspects of the Directorate. Perform diligently all duties assigned by the Programme Manager. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

**ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 22 May 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 15/262** : **DEPUTY DIRECTOR: ACQUISITION CONTRACT MANAGEMENT AND LOGISTICS REF NO: DSD 59/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (PFMA, National Treasury regulations, Provincial Treasury Directives/Instructions; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial Management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies/procedures/contract management; Industry trends and best practices per commodity groups; Records management, inclusive of registry services, policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Monitoring, evaluation and reporting; Organising skills for record keeping and

- safeguard; Communication (written, verbal and presentation); Proven computer literacy; Research skills.
- DUTIES** : Responsible for the following: Policy and implementation; Performance and compliance management; Acquisition management; Contract management and administration; Logistics management; Asset management; Perform managerial tasks.
- ENQUIRIES APPLICATIONS** : Mr J Smith Tel No: (021) 483 8679  
: 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 15/263** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (PHILLIPI)**  
**REF NO: DSD 63/2023**
- SALARY CENTRE REQUIREMENTS** : R432 348 - R500 715 per annum, (OSD as prescribed).  
: Department of Social Development, Western Cape Government  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES APPLICATIONS** : Mr Q Arendse at Tel No: (021) 763 6206  
: 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 15/264** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL)**  
**REF NO: DSD 52/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Department of Social Development, Western Cape Government  
: An appropriate 3 year B-Degree (equivalent or higher qualification); 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** : Mr D.N Arendse Tel No: (021) 483 8646

- 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 15/265** : **ASSISTANT DIRECTOR: GOVERNANCE REF NO: DSD 58/2023**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; 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; Economic Reporting Framework; Risk management frameworks; Government financial systems; Human Resource Management; 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; Perform managerial and supervisory tasks.
- ENQUIRIES** : Mr D.N Arendse Tel No: (021) 483 8646  
**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 15/266** : **ADMINISTRATIVE OFFICER (MONITORING): OLDER PERSONS REF NO: DSD 57/2023**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.
- DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
- ENQUIRIES** : Ms D Fortuin Tel No: (021) 483 3992  
**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 15/267** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 61/2023**
- SALARY** : Grade 1: R293 670 – R337 860 per annum, (OSD as prescribed)  
Grade 2: R358 626 – R403 275 per annum, (OSD as prescribed)  
Grade 3: R431 265 – R521 172 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent

qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Ms S Smith Tel No: (021) 202 9248  
**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 15/268** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 62/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Social Development, 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: Experience in the following: Supply chain management; Electronic Procurement System. Competencies: A good understanding of the following: Financial norms and standards (Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; A guide for Accounting Officers and Authorities (SCM); Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

**DUTIES** : Capturing on the Electronic Procurement System; Compile and prepare supporting compliance documents; Obtain/provide information for responses to client as and when requested by approver; Conclude the finalisation of awards on the Electronic Procurement System.

**ENQUIRIES** : Mr M November Tel No: (021) 483 6244  
**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 15/269** : **DRIVER/HANDYMAN: ADMIN SUPPORT (KENSINGTON) REF NO: DSD 60/2023**

**SALARY** : R147 036 per annum (Level 03)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Junior Certificate (Grade 10); A minimum of 7 months relevant experience; A valid (Code B or higher) driving license. Competencies: and procedures; Relationship management; Skills in the following: Diversity management; Continuous improvement; Independent thinking; Communication skills (verbal and written); Ability to work under pressure; Ability to meet tight deadlines; Ability to work in a team and independently.

**DUTIES** : Perform general transport duties: Stand-by services for emergency trips and after hour transport duties; Maintenance of office building: Conduct regular building inspections; Maintenance of office equipment and furniture: Repair broken furniture and equipment.

**ENQUIRIES** : Mr J Campher Tel No: (021) 511 5169  
**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](mailto:westerncape@immploy.com)

**NOTE**

: Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). 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. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.