

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2022

DATE ISSUED 15 JULY 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS : **NATIONAL TREASURY:** Kindly note that the position of Director: Enterprise Risk Management with Ref No: S048/2022) advertised in the Public Service Vacancy Circular 25 dated 08 July 2022 with a closing date of 22 July 2022, The requirements section of

the advert was captured erroneously and should read as follows: The requirements for the role: A minimum B. Degree at NQF 7 in Risk Management/Auditing/Finance/Law or Bachelor of Arts (NQF 7) degree with a certificate or a one year Risk Management qualification. All applicants who have already applied need not reapply. The closing date has been extended to 01 August 2022. We apologise for the inconvenience caused. For enquiries please send to Recruitment.Enquiries@treasury.gov.za. **PROVINCIAL ADMINISTRATION:GAUTENG: DEPARTMENT OF HUMAN SETTLEMENT:** Kindly note that the post of Construction Project Manager (Ekurhuleni Region) with Ref No: 014335 (X2 Posts) advertised in Public Service Vacancy Circular 23 dated 24 June 2022, the closing date of the post have been extended to the 05 August 2022.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 06
CIVILIAN SECRETARIAT FOR POLICE SERVICE	B	07 - 08
DEFENCE	C	09 - 13
EMPLOYMENT AND LABOUR	D	14 - 17
FORESTRY FISHERIES AND THE ENVIRONMENT	E	18 - 19
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM	F	20 - 21
GOVERNMENT PRINTING WORKS	G	22 - 27
HEALTH	H	28 - 29
HIGHER EDUCATION AND TRAINING	I	30 - 31
HOME AFFAIRS	J	32 - 35
HUMAN SETTLEMENTS	K	36 - 37
JUSTICE & CONSTITUTIONAL DEVELOPEMENT	L	38 - 44
MINERAL RESOURCES AND ENERGY	M	45 - 48
OFFICE OF THE CHIEF JUSTICE	N	49 - 51
PLANNING MONITORING AND EVALUATION	O	52 - 53
PUBLIC WORKS AND INFRASTRUCTURE	P	54 - 57
SOCIAL DEVELOPMENT	Q	58 - 59
WATER AND SANITATION	R	60 - 69

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	S	70 - 113
FREE STATE	T	114 - 115
GAUTENG	U	116 - 129
KWAZULU NATAL	V	130 - 143
NORTHERN CAPE	W	144 - 145
NORTH WEST	X	146 - 153
WESTERN CAPE	Y	154 - 171

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	29 July 2022 at 16:00
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. 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 SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. 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.

OTHER POSTS

<u>POST 26/01</u>	:	<u>DEPUTY DIRECTOR: COMMUNAL TENURE UPGRADING REF NO: 3/2/1/2022/436</u> Directorate: Communal Land Tenure Policy and Systems Development: Gauteng
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Degree in Law / Social Science / Humanity / Sociology. 3 years junior management experience in Land Reform environment. Job related knowledge: Transformation of Certain Rural Areas Act 94 of 1998, Communal Land Tenure Bill, Upgrading of Land Tenure Rights Act 31 of 1993, Interim Protection of Informal Land Rights Act 31 of 1996, Distribution of Certain State Land Act 119 of 1993 and Land Titles Adjustment Act 111 of 1993. Job related skills: Presentation skills, Facilitation skills, Organising skills, Report writing skills, Planning skills, Good communication skills (verbal and written) and Interpersonal relations. A valid driver's licence.
<u>DUTIES</u>	:	Develop policies, procedures, guidelines and products. Engage with different stakeholders (other Government Departments, Municipalities, Community-based organisations, etc.) to identify policy gaps. Collate, analyse and consolidate information into policy proposals. Design an internal systems, procedures and guidelines based on the new policies. Disseminate approved policies to stakeholders (internal and external). Ensure implementation of policies. Prepare draft policy submissions for approval by the Director-General and Minister. Monitor and review products, procedures, guidelines and policies. Conduct consultative workshops with various stakeholders. Identify policy gaps. Develop draft reviews on the existing products, procedures, guidelines and policies. Prepare draft submissions for approval by the National Joint Strategic Committee. Provide training and capacity building. Facilitate training needs assessment. Develop

training schedules. Conduct capacity building workshops on products, procedures and guidelines. Provide relevant information to different stakeholders in the area of Communal Land Tenure. Provide policy and legislation support. Screen submissions for compliance with policies and legislations. Provide advice on policy and legislation upon request. Standardise interpretation of policies and legislations to ensure uniformity.

**ENQUIRIES
APPLICATIONS**

: Ms Q Filani Tel No: (012) 312 9032
: 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

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

POST 26/02

: **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT**
REF NO: 3/2/1/2022/440
Directorate: District Office

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum (Level 10)
: Eastern Cape (Chris Hani)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business Management / Financial Management / Economics / Development Studies. 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of Departmental Land Reform programmes, Legislations and Procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES

: Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperatives governance and constitution and facilitate training in adherence and to ensure compliance with the co-operatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meeting (AGM), Submission of their financial records to South African Revenue Service (SARS), etc. Ensure market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperatives to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative financing institutions towards the formation of a co-operative bank. Organise workshops for cooperatives on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperatives with the relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshop for small, medium and micro-enterprise (SMME). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. SETAS etc. Ensure compliance with relevant legislations.

**ENQUIRIES
APPLICATIONS**

: Ms A Van Vuuren / Ms A Kili Tel No: (043) 701 8135
: Applications can be forwarded by post to: PO Box 1716, East London, 5200 or Hand delivered to: Corner Moore and Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

NOTE

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

POST 26/03

: **EDITORIAL ASSISTANT REF NO: 3/2/1/2022/441**

Directorate: Media and External Communications

This is a re-advertisement, applicants who applied previously are encouraged to reapply.

SALARY

: R321 543 per annum (Level 08)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Language Practice / Linguistics. 2 years' experience in editing and translation. Job related knowledge: Knowledge of language grammar and usage. Knowledge of editing, proofreading and translation methods and practices. Knowledge of policies and legislations governing language services and communication. Knowledge of the Use of Official Languages Act, 2012. Knowledge of publication standards and procedures. Knowledge of publishing processes, including copyright, plagiarism and confidentiality. Job related skills: Excellent writing skills. Applying editing, translation and proofreading standards and practices. Ability to work under pressure. Computer literacy. Extensive knowledge of Microsoft Office. Excellent time management skills. Interpersonal skills. Excellent communication skills. Analytical skills. Research proficiency. Decision-making skills. Problem solving skills. Acquainted with online communication platforms (Zoom, Microsoft Teams).

DUTIES

: Evaluate and edit manuscripts or other materials submitted for publication. Edit and rewrite original copy to improve readability. Liaise with clients to discuss the content and due dates. Proofread to detect and correct errors in spelling, publication and syntax (policy documents, reports, newsletters and any other publication materials). Conduct technical editing according to the publication's style, editorial policy and publishing requirements. Condense and paraphrase information. Verify facts, dates and statistics using standard reference sources. Verify that material submitted is not plagiarised. Compile publication materials. Collect inputs from the various sources (Directorates, Public Entities, etc). Analyse and consolidate information (compile draft publication material). Translate departmental publication materials. Analyse original material and determine the target language. Evaluate the document to determine the size and whether it should be translated internally or outsourced. Check translations for technical terms and terminology to ensure accuracy and consistency throughout translation materials / documents (use of jargon of specific fields). Translate publication material and provide clients with a grammatically correct, well expressed version of the translated text, usually as a word-processed document. Liaising with clients to discuss any unclear points. Quality check and edit the document. Compile / Edit / Proofread / Translate internal and external correspondence.

ENQUIRIES

: Dr L Ramuedzisi Tel No: (012) 312 8881

APPLICATIONS

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

NOTE

: Shortlisted candidates will be required to undergo competency test as part of the selection process. African, Coloured and Indian Males and Coloured and Indian Females are encouraged to apply

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Civilian Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- CLOSING DATE** : 29 July 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. 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 (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from Department. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate for appointment. Short-listed candidates will be subjected to a security clearance. The Department has the right not to fill the post. All posts are based in Pretoria. Preference for appointment will be given in accordance with the employment equity status of the Department.

OTHER POSTS

- POST 26/04** : **DEPUTY DIRECTOR: POLICY AND LEGISLATION COSTING REF NO: CSP/14/2022**
(12 Month contract)
- SALARY** : R882 042 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Economics/Econometrics/Financial Management/Public Finance or relevant financial costing qualifications. 3-5 years working experience of which 3 years should be at the Assistant Director Level or management level in financial policy and legislation costing within the public service environment. Knowledge of drafting social economic impact assessment system (SEIAS) reports, analysis, costing and reporting of policy directives and legislation financial data. Understanding of organisational and government structures, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Economic Reporting Framework including the standard chart of accounts, Medium Term Strategic Framework, government financial systems principles and practice of financial accounting. Understanding of tools and techniques for costing and reporting, extensive knowledge of budget, financial planning and costing. Good governance and Batho Pele Principles. Extensive computer literacy, advanced skills on Microsoft excel, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Identify cost drivers in policy and legislation, develop policy and legislation costing policies and draft costing reports. Provide possible funding sources including the financing implementation plans, prepare inputs for MTEF submission related to policies and legislation costing in consultation with finance unit and provide advice on the costing findings. Develop and Implement the costing model of the department. Identify activities in policies and legislation that are developed by the department and prepare the costing for their implementation. Analyse policy directives and legislation to comply with allocated budget, prepare financial analyses and make recommendations. Liaise with internal and external key stakeholders on the costing of policies and legislation (Line functionaries, Ministry, National Treasury, SAPS) etc. Conduct cost-benefit analysis of policies and legislations. Evaluate the value against the cost of a decision, project, policy or legislation. Identify the impacts and select measurement indicators, predict the

impacts over the life of the proposed policies or legislations and identify risks associated with policy and legislation outcomes.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Applications can also be emailed to Sheerine.More@csp.gov.za

POST 26/05 : **ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/13/2022**

SALARY : R470 040 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Social Science, Development Studies, Policing Studies or relevant equivalent qualification 3 years working experience in stakeholder relations or partnerships. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of stakeholder management, Public Participation Framework, government policies and advanced report writing skills. Policy presentation, policy implementation and evaluation process and protocol skills. Computer literacy, communication (verbal & written) skills, planning and organising skills. Event management, networking and building bonds. Team leadership, problem solving and decision making skills. Drivers license.

DUTIES : Facilitate the identification of relevant initiatives to support crime prevention. Research projects focused on crime prevention with public private partnerships, development and submission of the unit demand management plan. Provide inputs on conducting needs analysis by means of appropriate tools, keep abreast of latest public private partnerships trends and developments on crime prevention. Maintain stakeholder relations through conducting regular consultation on crime prevention initiatives through public private partnerships. Development of monitoring and evaluation guides for public private partnerships conducted, provide support in the monitoring and evaluation of crime prevention initiatives, participate in the preparation for implementation of crime prevention initiatives with public private partners, manage the Public Private Partnerships stakeholder engagement and database. Participate in the coordination and development of internal and external crime prevention programs. Conduct researched input on the development of sub-directorate annual plan, promote application of innovative PPP structures and approaches. Quarterly reports information Collating and Submission of POE. Maintain knowledge of emerging best practices on enhancing public private partnerships with stakeholders including best practices in crime prevention implementation. Make presentations and write reports on public private partnerships program with agreed timelines. Promote Public Private Partnerships cooperation on community safety and crime prevention, conduct impact assessment of social crime prevention and community behavior change programs initiated. Conduct impact of public private partnership initiatives to improve community police relations.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Applications can also be emailed to Kedibone.Mazwi@csp.gov.za

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 05 August 2022. (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV Only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 26/06** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: D HR ACQ/38/26/22**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : D HR Acquisition, Pretoria
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4) with three to five (3 – 5) years' experience in general human resources management, administration and/or recognised human resources courses. A relevant three year academic qualification will be an advantage. Special requirements: Knowledge and understanding of PSAP Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to PSAP appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : Check applications for completeness. Record all applications in a relevant register. Request and collect outstanding documents. Provide support in relation to staffing. Provide salary and personnel practice support service to all services/divisions. Create force numbers on PERSOL system. Compile submissions and activate salaries for new employees. Draft appointment and departmental transfer letters. Liaise with external departments/stakeholders. Ensure compliance with regulating prescripts.
- ENQUIRIES** : Mr L.E. Kgaditsi Tel No: (012) 339 5713/Mr A.P. Sepuru Tel No: (012) 339 5734
- APPLICATIONS** : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered to General Piet Joubert Building, 218 Visagie Streets, Pretoria, 0002.

INTERNSHIP PROGRAMME 2022/2023

- NOTE** : The Department of Defence (DOD) would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Year 2022/2023. Graduates with Disabilities and those from TVET Colleges are encouraged to apply. Successful applicants will be responsible to arrange their own accommodation and transport to and

from place of work, during the period of the Internship. Applications must be submitted on a prescribed Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As of 1 January 2021 and a detailed Curriculum Vitae Only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants who participated in any other Government Internship and Learnership Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 2 (two) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only.

OTHER POSTS

<u>POST 26/07</u>	:	<u>SOUTH AFRICAN ARMY REF NO: SAA 01/2022 1 (X3 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	National Diploma/ B Tech/ B Degree in Communication Studies, Media Studies, Journalism, Public Relations Management, Marketing Management, Web Design, Computer Science, Political Science, International Relations, Financial Management, Cost and Management Accounting.
<u>ENQUIRIES APPLICATIONS</u>	:	Major M.M. Chaba Tel No: (012) 355 1660
	:	Department of Defence, SA Army Headquarters, Directorate Army Human Resources, Private Bag X981, Pretoria, 0001 or. Hand delivery at South African Army, Dequar Road, Pretoria.
<u>POST 26/08</u>	:	<u>SOUTH AFRICAN AIR FORCE REF NO: SAAF 02/2022 (X10 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	N6/ National Diploma/ B Tech/ B Degree in Communication Studies, Media Studies, Journalism, Public Relations Management, Marketing Management, Web Design, Computer Science, Political Science, International Relations, Financial Management, Cost and Management Accounting.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E.M. Rabapane Tel No: (012) 312 1038
	:	Department of Defence, SA Air Force Headquarters, Air Command-Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, 1 Dequar Road, Pretoria.
<u>POST 26/09</u>	:	<u>SOUTH AFRICAN NAVY REF NO: SAN 03/2022 (X2 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	National Diploma/ B Tech/ B Degree in Logistic Management, Supply Chain Management, Human Resource Management, Mechanical Engineering.
<u>ENQUIRIES</u>	:	Capt (SAN) L.H. Machaka Tel No: (012) 339 4460

<u>APPLICATIONS</u>	:	Department of Defence, SA Navy Headquarters, Private Bag X104, Pretoria 0001 or hand delivery at 224 Visagie Str SA Navy Headquarters, Pretoria.
<u>POST 26/10</u>	:	<u>DEFENCE RESERVES DIVISION REF NO: DRD 04/2022 (X3 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Finance Management, Marketing Management, Human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Colonel K.G. Mosotho Tel No: (012) 355 5008 Department of Defence, Defence Reserves, Private Bag X161, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/11</u>	:	<u>DEFENCE MATERIAL DIVISION REF NO: DMD 05/2022 (X5 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma in Public Management, National Diploma in Logistic or Supply Chain Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K.N. Nkoko Tel No: (012) 355 6299 Department of Defence, Defence Reserves, Private Bag X910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/12</u>	:	<u>DEFENCE CORPORATE COMMUNICATION REF NO: DCC 06/2022 (X9 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Communication Science, Event Management, Public Relations, Marketing Management, Cameraman, Photography, Photo Journalist, Film & Video Technology, Graphic Design, Layout Artist, Theatre Technology & Entertainment, Sound Engineering, Fine Art, Media.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col N.I. Ndesi Tel No: (012) 355 6315 Department of Defence, Directorate Corporate Communications, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/13</u>	:	<u>DEFENCE INTERNATIONAL AFFAIRS REF NO: DIA 07/2022 (X9 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Degree in International Relations/Political Science, National Diploma in Office Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E. Bogopane Tel No: (012) 355 5435 Department of Defence, Defence International Affairs , Private Bag X910, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/14</u>	:	<u>INTERNAL AUDIT DIVISION REF NO: IAD 08/2022 (X10 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Finance Management, Marketing Management, Human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs J.S. Nkosi/Me N. Bhese Tel No: (012) 649 1031/1051 Department of Defence, Internal Audit Division, Private Bag X1910, Pretoria, 0001 or hand delivery at 70 Ribbon Grass Road, Eco Glades 1, Eco Park Highveld, Pretoria 0001.

<u>POST 26/15</u>	:	<u>CHAPLAIN SERVICE DIVISION REF NO: CPLN 09/2022 (X2 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	Degree in Communications, Degree in HR, Degree in Training and Development
<u>APPLICATIONS</u>	:	Col (PAST) E. Francis Tel No: (012) 990 3706
	:	Department of Defence, Chaplain General Division, Private Bag X479, Pretoria, 0001 or hand delivery at Department of Defence, SA Army College, Cnr van Riebeck & Andries Pretorius Str, Thaba Tshwane Pretoria.
<u>POST 26/16</u>	:	<u>MINISTRY OF DEFENCE AND MILITARY VETERANS REF NO: MDMV 10/2022 (X2 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma in Public Finance and Accounting/ N6 Certificate in Financial Management.
<u>APPLICATIONS</u>	:	Mr J. Molatlheki/ Mr M Kgoedi Tel No: (012) 765 9406/9428
	:	Department of Military Veterans, Private Bag X943, Hatfield Pretoria, 0001 or hand delivery at 328 Festival Street, Hatfield, Pretoria 0028
<u>POST 26/17</u>	:	<u>COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF NO: CMIS 11/2022 (X7 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Information Technology, Computer Science, Human Resource Management, Project Management.
<u>APPLICATIONS</u>	:	Mr Y.M. Manyo/ WO S.A. McMaster Tel No: (012) 649 1462/1458.
	:	Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/18</u>	:	<u>DOD HEADQUARTERS UNIT REF NO: DHQU 12/2022 (X10 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Human Resource Management, Logistic Management, Supply Chain Management, Communication Studies, Financial Management.
<u>APPLICATIONS</u>	:	Captain I.E. Chake Tel No: (012) 355 5526
	:	Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/19</u>	:	<u>OFFICE OF THE MILITARY OMBUD REF NO: OMO 13/2022 (X6 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	N6, National Diploma/ B Tech/ B Degree in LLB, Legal, Supply Chain Management, Logistics, Communication, Public Relations, HR Management
<u>APPLICATIONS</u>	:	Mr B.C. Radebe Tel No: (012) 676 3842.
	:	Department of Defence, Military Ombud, Private Bag x163, Centurion, 0046, or hand delivery at Department of Defence, Military Ombud, Block C4, 349 Witch Hazel Ave Eco Origin, Highveld, Centurion.

<u>POST 26/20</u>	:	<u>HUMAN RESOURCES DIVISIONAL STAFF REF NO: HRDS 14/2022 (X2 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Human Resource Management, Marketing Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Major C. Mjikelu Tel No: (012) 355 5646 Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/21</u>	:	<u>TRAINING COMMAND REF NO: TRG COMD 15/2022 (X8 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Human Resource Development, Management of Training, International Relations and Diplomacy, Information Technology.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E. du Preez Tel No: (012) 674 4767 Department of Defence, Training Command HQ (PS School), Private Bag X1024, Thaba Tshwane, 0143 or hand delivery at Department of Defence, PS School, 7 Johannes Pretorius Str, Thaba Tshwane 0143.
<u>POST 26/22</u>	:	<u>DIRECTORATE LANGUAGES REF NO: DLANG 16/2022 (X5 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Training Command (Pretoria) National Diploma/ B Degree in Degree in Language Practice, English Studies, Applied Linguistic.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Smit Tel No: (012) 355 5311 Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 26/23</u>	:	<u>DIRECTORATE PHYSICAL TRAINING SPORTS & RECREATION REF NO: DPTSR 17/2022 (X3 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Public Management, Human Resource Management, Sport Management
<u>ENQUIRIES APPLICATIONS</u>	:	Captain C.B. Mehlo Tel No: (012) 392 5825 Department of Defence, Human Resources Division, Directorate Physical Training Sport & Recreation, Private Bag X159 Pretoria, 0001 or hand delivery at Department of Defence, 195 Poyntons building, Cnr Bosman and W.K. Nkomo Street, Pretoria.
<u>POST 26/24</u>	:	<u>LABOUR RELATIONS REF NO: LR18/2022 (X3 INTERNS)</u>
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Labour Relations, Labour Law, Industrial Relations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D. Monaga Tel No: (012) 355 5074 Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmus

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 : 29 July 2022 at 16:00

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

MANAGEMENT ECHELON

POST 26/25 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/22/07/01HO**

SALARY : R1 269 951 per annum, (all inclusive)

CENTRE : Provincial Office: KwaZulu-Natal

REQUIREMENTS : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 309 4969

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

OTHER POSTS

POST 26/26 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/4/06/10**

SALARY : R382 245 per annum
CENTRE : Gauteng Provincial Office
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implement training/ skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Ms SV Khoza Tel No: (011) 853 0453
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein

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

POST 26/27 : **SENIOR INTERNAL AUDITOR REF NO: HR4/22/07/02 HO**

SALARY : R321 543 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ B Com Information Systems, Valid driver's license. Two (2) years' functional experience in auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, framework and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), 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, Analytical, Driving and Team Mate.

DUTIES : Plan allocated Audit engagements. Conduct Audit engagements in accordance with Audit Programmes. Render administrative support to the Internal Audit within DoL. Supervise the resources in the section.

ENQUIRIES : Ms A Mkhonto Tel No: 012 309 4804
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 26/28 : **INTERNAL AUDITOR REF NO: HR4/22/07/03HO**

SALARY : R261 372 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three-year relevant tertiary qualification in Auditing/ Accounting/ Finance/BCom Information Systems. One (1) year functional experience in Auditing. Valid Driver's Licence. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate

governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), 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, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.

DUTIES : Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within DoEL.
ENQUIRIES : Ms Q Mokhele Tel No: 012 309 4630
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 26/29 : **INSPECTOR (X2 POSTS)**

SALARY : R261 372 per annum
CENTRE : Kroonstad Labour Centre Ref No: HR 4/4/8/700 (X1 Post)
Durban Labour Centre Ref No: HR4/4/5/36 (X1 Post)

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

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

ENQUIRIES : Mr S Malope Tel No: (056) 215 1812

APPLICATIONS : Mr S Biyase Tel No: (031) 336 1500
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4056 or hand deliver at Government Buildings, Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State
Sub-directorate: Human Resources Management, Durban: KZN

POST 26/30 : **UI CLAIMS CREDIT OFFICER REF NO: HR4/4/5/42**

SALARY : R211 713 per annum
CENTRE : Provincial Office: KZN

REQUIREMENTS : Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial System, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.

ENQUIRIES : Mrs NTG Khomo Tel No: (031) 366 2331

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 26/31 : **REGISTRATION SERVICES: CLIENT SERVICE OFFICER REF NO: HR4/4/1/500**

SALARY : R211 713 per annum
CENTRE : Maletswai Labour Centre Eastern Cape

<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental (Policies, Procedures and Guidelines), Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Mbali Tel No: 051 6332 633
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations, Private Bag X 148 Maletswai, 9750, Hand deliver at No 80 Somerset Street.
<u>POST 26/32</u>	:	<u>SERVICE DESK AGENT REF NO: HR4/22/07/04HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum
	:	Head Office, Pretoria
	:	National Higher Certificate/College Diploma (NQF5) as recognized by SAQA in information Technology (ICT), ITIL Foundation and A+ or N+. Experience: 6 months. Knowledge: Strong comprehension of English Language, Microsoft Applications literate, Processes and procedures, Service Desk environment. Skills: Strong communication to provide high-quality customer service, the ability to listen and ask relevant questions, Exceptional written and oral communication skills, Fluent English. Analytical. Telephone Etiquette, IT Skills.
<u>DUTIES</u>	:	Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and request. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Mudau Tel No: 012 319 9261
	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>POST 26/33</u>	:	<u>INSPECTOR: IES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum
	:	Ulundi Labour Centre, KZN Ref No: HR4/4/5/37 (X1 Post)
<u>REQUIREMENTS</u>	:	Gqeberha Labour Centre, Eastern Cape Ref No: HR 4/4/1/150 (X1 Post)
	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment insurance Contributions Act. Skills: Facilitation Skill, Planning and Organizing (Own work), Computing (Spread sheets, Power point and word processing) Interpersonal Skills, Problem Solving Skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour relations. 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.
<u>ENQUIRIES</u>	:	Mr TJ Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000
	:	Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838 Or hand deliver at Unit A Wombe Street, Ulundi
	:	Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
	:	Sub-directorate: Human Resources Operations, Gqeberha

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, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 01 August 2022
- 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. 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

OTHER POST

- POST 26/34** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COASTAL CONSERVATION STRATEGIES REF NO: (OC13/2022)**

- SALARY** : R408 075 per annum, (all-inclusive total package of R583 344 per annum)
- CENTRE** : Cape Town (Waterfront)
- REQUIREMENTS** : Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent relevant qualification with 3-5 years' experience in related field. Appropriate experience in the field of coastal or environmental management. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Knowledge on National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008), Off-Road Vehicle Regulations, Sea Fishery Act (Act. No. 12 of 1988), White Paper for Sustainable Coastal Development in South Africa and other relevant environmental policies and legislation. Ability to independently analyze policies, data and coastal environmental documents; be innovative and able to work independently Possession of strong analytical, administrative, secretarial, communication (both verbal and written), project management, conflict management, financial management and negotiation skills, Good organising, planning and problem solving skills. Ability to work individually and in a team. Ability to work under pressure and with minimum supervision and multi-task, Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Possession of a valid driver's license.
- DUTIES** : Support Integrated Coastal Management (ICM) through comprehensive policy analysis, planning, and the development and implementation of the national coastal management

programme Provide coastal planning, evaluation and regulatory advice and assistance to national, provincial and local government and the public sector Develop, collect and assess performance indicator information for the evaluation of the national coastal management programme Provide input and advice on ocean and coastal environmental impact assessments and related documents Ensuring secretarial support for the National Coastal Committee and MINTECH Working Group 7 Implement, manage and promote institutional arrangements and support for coastal legislation, government bodies and coastal committees Provide leadership in policy, planning and institutional support in terms of the Integrated Coastal Management Act, and National Environmental Management Act and its regulations Ensure cooperative governance and stakeholder management through relevant forums, working groups and committees Support the development, amendment and implementation of coastal legislation Dealing with day-to-day ad hoc coastal management matters and queries.

ENQUIRIES

:

J. Peter Tel No: 021 819 2490

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

<u>APPLICATIONS</u>	:	The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
<u>FOR ATTENTION</u>	:	Ms M Kotelo
<u>CLOSING DATE</u>	:	29 July 2022
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal

MANAGEMENT ECHELON

<u>POST 26/35</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1 – 22/54</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package) comprising of a basic salary (70% of package) of which 30% may be structured according to the individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Qualification: An appropriate Bachelor's Degree in Human Resource Management/ Human Resource Development/ Public Management/ Public Administration, Industrial Psychology or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Middle/Senior Management Service level with extensive experience in Human Resources Management environment. Thorough knowledge and understanding of Public Service's regulatory framework

(legislation, directives and regulations) relating to the duties of this position and must possess in-depth knowledge of policy formulation, implementation and monitoring. Ability to communicate excellently across all levels of employees in the department. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: Manage the provision of human resource administration and recruitment services. Manage the provision performance management. Manage the provision of HR planning, information management and HR systems management services. Manage the provision of operations management, organisational design, and job evaluation services. Manage the provision of labour relations services and Ethics in the Public Service. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation). Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES

: Mr Boitumelo Tauetsile Tel No: (012) 473 0307

NOTE

: Preference will be given to African, Coloured and Indian Male. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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

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.

<u>APPLICATIONS</u>	:	All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
<u>CLOSING DATE</u>	:	01 August 2022 (16:00 noon)
<u>NOTE</u>	:	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 , the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , 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). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 26/36</u>	:	<u>GENERAL MANAGER: CORPORATE SERVICES REF NO: GPW22/16</u> Job Purpose: To ensure overall management and control of the Branch: Corporate Services by rendering an effective Human Resources function, providing effective Information Communication Technology service, rendering of Strategic Support and Marketing and Communication Services, providing of effective Security and Facility Management Service and provision of Legal Services.
<u>SALARY</u>	:	R1 544 415 per annum, (Level 15), (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
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Relevant Human Resources/ Industrial Relations/ Commerce/ Public Administration/ Public Management/ Business Management at NQF 7 qualification as recognized by SAQA and a post graduate NQF level 8 qualification. 8 - 10 years' experience in Corporate Services environment at a senior management level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of PFMA and Treasury Regulations. Understanding of good Corporate

Governance Principles. Experience in Budget preparation and control. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimization innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

DUTIES

: The successful candidate will be responsible for supporting the Chief Executive Officer. Provide strategic direction and ensure the strategic positioning of the branch Corporate Services: ensure the effective development of Corporate Services Strategies and plans and objectives in line with the strategies and objectives. Oversee the performance of the Corporate Services Branch. Oversee the management and development of strategies to improve the services delivery. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Corporate Services. Ensure effective definition of the performance measures in order to evaluate the success of the branch strategic objectives. Lead and ensure the design and implementation of high level operational plans with relevant Chief Directorates and track national progress. Liaise with Accounting Officer on matters that have strategic and financial implications. Oversee the establishment of partnership with all GPW branches, internal and external stakeholders and other spheres of government in relation to Corporate Services strategic matters. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislation and regulation. Manage compliance with legislation, regulations, GPW policies and procedures. Oversee compliance with all audits requirement. Identify and monitor financial risks in relation to projects and programmes. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors. Draft reports that are required by Minister and CEO. Ensure the implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and code of conducts for Public Service. Manage resources (Human, Financial and Physical) within the units: Report on the performance of the Branch against operational plan, business requirements and targets. Develop and implement work plans for the Branch and ensure effective prioritization and resource planning. Agree on training and development needs of the Branch. Provide information relative to the identification and development of objectives, goals and strategy relative to individual functional area. Implement effective talent management processes within the Branch (attraction, retention and development). Manage the implementation of compliant and performance management system. Ensure that employees are equipped with required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with PFMA and Supply Chain Procurement Framework. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislation and regulation: Ensure good governance within the Branch in line with KING report and other related legislation. Ensure effective management of compliance with legislation, regulation, GPW policies and procedures within the Branch. Ensure compliance with all audits requirements within the Branch. Represent the Branch and GPW at strategic management and other government forums. Ensure the development of quality and risk management frameworks, standard and practices with Chief Directors. Draft or delegate and submit reports that are required or delegated by Ministry, CEO or other Branches.

ENQUIRIES

: Ms. MM Modise Tel No: (012) 748 6239

POST 26/37

GENERAL MANAGER: OPERATIONS MANAGEMENT REF NO: GPW22/17

Job Purpose: To ensure the overall management and control of the Operations Management function.

SALARY

: R1 544 415 per annum, (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS

: Pretoria
: Relevant Industrial Engineering/Production Management/ Operations Management / Business Management at NQF 7 qualification as recognized by SAQA and a post graduate NQF level 8 qualification. 8 - 10 years' experience in production / operations management environment at a senior management level. Understanding of all relevant manufacturing and production practice. Expertise in factory environment. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Intermediate. In-depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and

DUTIES

management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks. Financial management.

: The successful candidate will be responsible for supporting the Chief Executive Officer. Provide strategic direction and ensure the strategic positioning of the Operations Management Branch: Ensure the effective development of Operations Management strategies and plans in line with the strategic plans and objectives. Oversee the management of the Operations Management Branch; strategies and monitoring of the performance of the Branch. Oversee the management and development of strategies to improve the service delivery. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Operations Management Branch. Lead and ensure the design and implementation of high level Operational Plans with relevant Chief Directors / Directors and track national progress. Liaise with the Accounting Officer on matters that have strategic and financial implications. Oversee the establishment of partnership with all GPW Branches, external stakeholders, international stakeholders and other spheres of government in relation to Operations Management strategic matters. Manage the various functions within the Branch: Manage and lead production and technology research and development. Manage and lead the rendering of origination and design services to enable production of printed materials. Manage and lead customer printing orders, raw material management, finished good products and sales activities. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Manage compliance with legislation, regulations, GPW policies and procedures. Oversee compliance with all audit requirements. Identify and monitor financial risks in relation to the projects and programmes. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft reports that are required by Minister or delegated authority. Ensure the implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and the Code of Conduct for the Public Service. Manage Resources (Human, Financial and Physical) within the Branch. Report on the performance of the branch against operational plan, business requirements and targets. Develop and implement the work plan for the branch and ensure effective prioritisation and resources. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the branch (attraction, retention, development). Manage the implementation of compliance performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch. Represent the Branch and GPW at strategic, management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft or delegate and submit reports that are required or delegated by Ministry, CEO or other Branches.

ENQUIRIES

: Ms. MM Modise Tel No: (012) 748 6239

POST 26/38

: **GENERAL MANAGER: MANUFACTURING AND ENGINEERING REF NO: GPW22/18**

Job Purpose: To ensure the overall management and control of the Manufacturing and Engineering function.

SALARY

: R1 544 415 per annum, (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS

: Pretoria

: Relevant Industrial Engineering/Production Management/ Operations Management / Business Management at NQF 7 qualification as recognized by SAQA and a post graduate NQF level 8 qualification. 8 - 10 years' experience in production / operations management/ manufacturing environment at a senior management level. Understanding of all relevant manufacturing and production practice Expertise in factory management.

Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report). In-depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks. Financial management.

DUTIES

: The successful candidate will be responsible for supporting the Chief Executive Officer. Provide strategic direction and ensure the strategic positioning of the Manufacturing and Engineering Branch: Ensure the effective development of Manufacturing and Engineering strategies and plans in line with the strategies plans and objectives. Oversee the management of Manufacturing and Engineering strategies and monitoring of the performance of the Branch. Oversee the management and development of strategies to improve the service delivery. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Manufacturing and Engineering. Ensure effective definition of the performance measures in order to evaluate the success of the branch strategic objectives. Lead and ensure the design and implementation of high level Operational Plans with relevant Chief Directors / Directors and track national progress. Liaise with the Accounting Officer on matters that have strategic and financial implications. Oversee the establishment of partnership with all GPW Branches, external stakeholders, international stakeholders and other spheres of government in relation to Manufacturing and Engineering strategic matters. Manage the various functions within the Branch: Manage and provide leadership of the high security printing function. Manage and provide leadership of the security printing function. Manage and provide leadership commercial printing function. Manage and provide leadership of the engineering / equipment maintenance function. Manage and provide leadership on best practice methods and international requirements in the printing industry. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Manage compliance with legislation, regulations, GPW policies and procedures. Oversee compliance with all audit requirements. Identify and monitor financial risks in relation to the projects and programmes. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft reports that are required by Minister or delegated authority. Ensure the implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and the Code of Conduct for the Public Service. Manage Resources (Human, Financial and Physical) within the Branch: Report on the performance of the Branch against operational plan, business requirements and targets. Develop and implement the work plan for the Branch and ensure effective prioritisation and resource planning. Agree on training and development needs of the Branch. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the Branch (attraction, retention, development). Manage the implementation of compliance performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch. Represent the Branch and GPW at strategic, management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft or delegate and submit reports that are required or delegated by Ministry, CEO or other Branches.

ENQUIRIES

: Ms. MM Modise Tel No: (012) 748 6239

OTHER POSTS

POST 26/39

: **SENIOR LEGAL ADMINISTRATION OFFICER: CONTRACTS (MR-6) REF NO: GPW 22/19**

Re-Advertisement: Candidates who previously applied for this post must re-apply

SALARY

: R480 927 – R1 157 940 per annum, (salary to be determined in accordance with experience as per OSD salary determination)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Bachelor's degree in LLB (NQF 7) as recognized by SAQA coupled with at least 8 years proven post qualification legal experience. A valid driver's license. Basic understanding of legislation applicable to the Public Service including through knowledge of National Treasury prescripts, LRA, PSA and regulations. Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, legal/investigative memoranda, Standard Operating Procedure and policies. Good interpersonal, verbal and written communication skills are essential. This post requires an independent thinker who can work without supervision all the time. An admission as an Attorney or Para-legal training/ experience will serve as an advantage
<u>DUTIES</u>	:	The successful candidate will perform the following duties: render legal advisory services. Provide legal advice and guidance to department. Drafting and vetting of contracts. Memorandum of understanding and Service Level Agreements. Provide well researched legal opinions and advice in complex matters relating to the operations of the department. Maintain the contingent liability register for the organization. Manage the resolution of legal disputes and liaising with external legal professionals. Compile instructions to external consultants, State Attorneys and manage the progress until finalization. Provide legal intervention in the vent of breaches of contracts or legal disputes including contract cancellation, ensure compliance with legislations, regulations, policies and frameworks and undertake legal research to provide sound legal services to the department. Keep stakeholders up to date with progress of cases in court, legal drafting and drafting of contracts, Service Legal Agreement and Memorandum of Understanding.
<u>ENQUIRIES</u>	:	Ms CA Dreyer Tel No: 012 764 3932
<u>POST 26/40</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION (MR-6) REF NO: GPW 22/20</u> Re-Advertisement: Candidates who previously applied for this post must re-apply
<u>SALARY</u>	:	R480 927 – R1 157 940 per annum, (salary to be determined in accordance with experience as per OSD salary determination)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Bachelor's degree in LLB (NQF 7) as recognized by SAQA coupled with at least 8 years proven post qualification legal experience. A valid driver's license. A thorough understanding of administrative law, criminal law, criminal procedure, law of evidence, investigative system and procedures are essential for consideration for appointment. Ability to draft legal/investigative memoranda, Standard Operating Procedures and policies. Good interpersonal, verbal and written communication skills are essential. This post requires an independent thinker who can work without supervision all the time. An admission as an Attorney or Para-legal training/ experience will serve as an advantage.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: render legal advisory service. Provide legal advice and guidance to the department. Render labour litigation advisory services and represent the department in labour court litigations. Provide legal sound written opinions, ensure compliance with legislations, regulations, policies and frameworks, facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases, representing the department in civil and labour litigation and undertake legal research to provide sound legal services. Keep stakeholders up to date with progress of cases.
<u>ENQUIRIES</u>	:	Ms CA Dreyer Tel No: 012 764 3932
<u>POST 26/41</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: GPW 22/22</u> Re-Advertisement: Candidates who previously applied for this post must re-apply
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A National Diploma (NQF 6) or Bachelor's degree as recognized by SAQA with at least 3 years' experience in administrative support. Computer literacy, good interpersonal relations, excellent communication and organizing skills. Ability to work with confidential information. Multitask and work independently.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: execute a variety of administrative tasks in order to render administrative support to the Directorate Legal Services, draft memoranda and submissions. Respond to incoming calls effectively and efficiently. Attend to queries and customer complains promptly. Provide record management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan, other relevant practice and regulations. Register and

distribute outgoing correspondence, maintain the confidentiality of documents. Attend to clients and visitors.

ENQUIRIES : Ms CA Dreyer Tel No: 012 764 3932

POST 26/42 : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: GPW 22/21**
Re-Advertisement: (Candidates who previously applied for this post must re-apply)

SALARY : R201 387 – R926 193 per annum, (salary to be determined in accordance with experience as per OSD salary determination)

CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree in LLB (NQF 7) as recognized by SAQA coupled with at least 8 years proven post qualification legal experience. A valid driver's license. Experience preferable in commercial litigation, property law/conveyancing and contract drafting matters. Ability to provide written and verbal legal opinions. Legal research and drafting skills. Ability to interpret legislation. Creative legal thinking and problem solving skills. Good verbal and written communication skills as well as presentation skills. Ability to work independently and function as a member of a team when required. Good client's relation skills, computer literacy. Admission as an attorney or an advocate will serve as an added advantage.

DUTIES : The successful candidate will perform the following duties: conduct relevant research and provide written and verbal legal opinions. Scrutinize and provide inputs in respects of documents with legal implications, including corporate policies. Interpret and edit a wide variety of legal documents such as contracts and guarantees in order to protect the interests of the department. Drafting and vetting of contracts, Memorandum of understanding and Service Level Agreement. Maintain the contingent liability register for the organization. Provide litigation advisory services for the department. Provide accurate and well researched legal opinions and advice. Advising and dealing with general Public Service policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Refer matters to and liaise with State Law advisors and State Attorney. Perform any other legal duties as may be assigned by the senior manager or delegated official.

ENQUIRIES : Ms CA Dreyer Tel No: 012 764 3932

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
<u>FOR ATTENTION</u>	:	Ms TP Moepi
<u>CLOSING DATE</u>	:	01 August 2022 at: 12H00 Middy
<u>NOTE</u>	:	All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

<u>POST 26/43</u>	:	<u>DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCE REF NO: NDOH 35/2022</u> Directorate: Communicable Diseases Control Re-advertisement. Applicants who have previously applied need to re-apply
<u>SALARY</u>	:	R857 559 per annum, (an all-inclusive remuneration package) basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three year Bachelor's degree at NQF level 7 or National Diploma at NQF level 6 in Biological Science, Communicable Disease, Epidemiology or Public Health. Postgraduate degree at NQF level 8 in the aforementioned fields will an advantage. At least five (5) years' experience in Biological Science, communicable disease, epidemiology and/or public health environment. Knowledge of legislative framework and practices (Financial, SCM and HR regulatory frameworks, policy development, implementation, evaluation and monitoring). Knowledge of communicable diseases and their control, knowledge of epidemiology and research principles methods, knowledge of health programme monitoring and evaluation principles as well as diagnosis and treatment of emerging, re-emerging and infectious diseases. Good Communication (verbal and written), Coordinating skills, Project Management skills, Planning and Organizing skills. Ability to work under pressure and independently and Computer Skills (MS Office packages). Valid driver's license.
<u>DUTIES</u>	:	Manage the control programme for emerging and re-emerging infectious diseases as well as neglected tropical diseases. Manage human and financial resources. Strengthen inter-sectoral collaboration on programmatic activities at nation and international level. Respond to ministerial, parliamentary, media and public enquires and correspondence of non-medical nature. Strengthen neglected tropical diseases control. Monitor and

evaluate the implementation of interventions for neglected tropical diseases intervention. Strengthen epidemic preparedness and response in line with International Health Regulations. Support field outbreaks/epidemic investigations for emerging and re-emerging infectious diseases. Provide technical leadership in the development of policies, guidelines and strategic plans for the programme.

ENQUIRIES

:

Ms T Furumele on email: Tsakani.furumele@health.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE)**

OTHER POSTS

<u>POST 26/44</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD/2022</u> (Re-advert)
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource or related qualification. Minimum of three years relevant experience. Minimum of two years experience at supervisory level. PERSAL introduction certificate. Recommendation: Unendorsed Valid Driver's Licence. Ability to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures. Good communication skills (written and orally). Computer Literacy (MS Word ,MS Excel and MS Power point). Knowledge of Skills Development Levies Act.Knowledge of Public Service Regulations and Public Service Act ,Employment Equity Act, and Labour Relations Act.
<u>DUTIES</u>	:	Facilitate and coordinate Compulsory Induction Programme and Orientation programme. Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Workplace Skills Plan and Annual Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Liaise with industries or partners. Administration of the employee bursary programme. Coordinate Performance Management and Development Processes. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: 058 303 1732
<u>POST 26/45</u>	:	<u>SENIOR REGISTRATION OFFICER REF NO: MALUTITVET/SRO/2022</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment. Recommendation: High computer skills in administration software e.g Excel, student registration software. Good leadership or management experience. Good interpersonal relations. Team player. Excellent Communication (oral and verbal). Unendorsed valid drivers licence.
<u>DUTIES</u>	:	Ensure overall supervision and coordination of student registration at the College. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records. Supervise of human, physical and financial resources.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: 058 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed Or Emailed applications will be accepted
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an

equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the Senior Practitioner Human Resource Development are encouraged to re-apply.

CLOSING DATE

: 05 August 2022 at 13:00

DEPARTMENT OF HOME AFFAIRS

**CLOSING DATE**
NOTE

- : 29 July 2022
- : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

OTHER POSTS**POST 26/46**

- : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HRMC 49/22/1**
Branch: Immigration Services
Chief Directorate: Asylum Seeker Management

SALARY

- : R1 073 187 - R1 264 176 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

- : Head Office, Pretoria
- : An undergraduate qualification in Public Management and Administration or related field at NQF level 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level. Knowledge of the South African Constitution. Knowledge of the Immigration Act, Refugee Act, 1998 (Act No. 1998), Public Service Regulations Act, Regulations, as well as Public Finance Management Act. Understanding of departmental legislation as well as Human Resources legislations and prescripts. Understanding of United Nations conventions and protocol relating to refugees, OAU protocols relating to refugees. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, programme and project management. Change management, communication, knowledge management. Decision making. Problem solving and analysis. Business report writing, influencing and networking. Planning and organising. Presentation, interpersonal and commercial skills. Computer literacy. Negotiation skills. A valid driver's license, willingness to travel and working extended hours.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure stakeholder management operations in the Chief Directorate. Coordinate activities within the Chief Directorate and ensure integration with other related business

Units. Support efforts to continually improve the business processes and practices within the Chief Directorate in order to achieve operational excellences. Act as liaison and establish relationships with all stakeholders. Establish and nurture effective relationships with all stakeholders on matters relating to Refugee Affairs. Promote and ensure effective stakeholder identification, analysis and management. Ensure that there is effective communication between the Chief Directorate and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage and implement strategic objectives and innovation within the Directorate. Provide leadership and strategic direction within the Directorate. Participate in the development of the strategy for the Department. Ensure the development of the Directorate's business plans in order to meet the strategic objectives of the business Unit. Responsible for strategic guidance and advice in terms of the effective and efficient internal control, compliance with regulatory frameworks governing the profession of internal audit. Plan, coordinate and conduct relevant meetings, including team, management and stakeholder meetings. Ensure compliance with all communication requirements within the Directorate. Effectively manage the performance of the Directorate against agreed service level agreements and targets. Determine resources required for the issuing financial year to achieve business Unit objectives. Develop and implement policy and procedure, directive, acts and regulations. Establish and sustain an environment where behaviour of staff demonstrates commitment, enthusiastic acceptance of responsibilities and high level of motivation and job satisfaction. Provide relevant, quality and user friendly product and service to our stakeholders. Develop and review communication policies and code of practice for the Directorate. Create and build relationships and partnerships with various internal stakeholders in order to enhance service delivery. Build relationship with external auditors and other assurance providers. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Plan the production of annual reports in line with corporate strategy. Manage physical, human and financial resources. Ensure the preparations of the budget are in line with the strategic plans and Department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure and ensuring that the budget spending is maximised in line with strategic objectives. Submit valid and certified invoices to Finance. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Identify the directorate human resource requirements and ensure that the unit is adequately staffed. Improved Recruitment turn-around times towards improved service delivery and under applicable vacancy rate. Manage the implementation of Performance Management and Development framework within the Business Unit. Manage and monitor the implementation of Absenteeism Management framework within Business Unit. Ensure good governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Establish the Directorate risk register and develop the mitigation strategy and monitor the implementation thereof. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit i.e implement Audit Action Plan and recommendations from Audit reports. Represent the Unit at management and other government forums

**ENQUIRIES
APPLICATIONS**

: Mr M Madumisa Tel No: (012) 406 2543
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za by the closing date to: imsrecruitment@dha.gov.za

POST 26/47

: **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 49/22/2**

SALARY

: R1 073 187 - R1 264 176 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**

: Eastern Cape: Provincial Manager's Office – King William's Town
: An undergraduate qualification in Financial Management / Accounting or related at NQF level 7 as recognised by SAQA. Minimum of 5 years' experience in middle / senior managerial level is required. Experience in Financial Management and Administration environment. Knowledge of Supply Chain Management. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the

departmental Legislations and Prescripts. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the Public Service Regulatory Framework. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management and administration. Business continuity, accountability, time management, program and project management. Decision making. Financial risk management. Problem solving and analysis. Business report writing and presentation skills. Negotiation and communication skills. A valid driver's license, willingness to travel / on call or work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all IT Finances and support in line with PFMA and the Branch requirements. Manage, monitor the budget and expenditure in line with financial requirements and objectives. Manage the development of financial strategies and plans. Provide financial advice to determine the right approach to the market to deal with issues that might arise during the issuing of contracts and tenders. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Lead and direct the coordination and monitoring of IT budget processes and compilation of financial reports. Resolve and provide advice on all IT financial matters relating to the procurements of goods and services. Ensure compliance to policies, standards, and guidelines in line with recognised financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, Government Recognised and Accepted Accounting Practices (GRAAP). Lead and direct the financial and procurement systems (LOGIS and BAS). Manage and implement strategic objectives and innovation within the Directorate. Develop the Operational plan for the directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Provide advice and guidance on application, maintenance and support aspects and matters. Identify applications, maintenance procedures and initiatives to improve business processes in order to facilitate effective services delivery. Ensure service delivery improvement within the directorate. Effectively manage the performance of the directorate against agreed service levels, business requirements and targets. Oversee the effective implementation of projects initiatives. Develop identified policies and procedures in conjunction with the policy and strategy directorate. Ensure effective and efficient service delivery within the department. Coordinate and manage relevant systems within the department to ensure that systems are implemented to IT best practice standards, time, quality and budget. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure that day to day operational service of applications are planned, delivered and measured. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage human, financial and physical resource within the Unit. Report on the performance of the unit against Operational Plan, business requirements and targets. Manage the budget of the unit in an effective manner. Agree on training and development needs of the Unit. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the Unit (attraction, retention, development). Manage the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Unit.

ENQUIRIES APPLICATIONS

: Ms H Nomvete Tel No: (043) 604 6424 / 6433
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an

Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za by the closing date to: civicsrecruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 29 July 2021 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process

OTHER POST

- POST 26/48** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: DOHS/30/2022**
Branch: Chief Financial Services
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial Management/ Public Management/ Accounting/ supply Chain Management or equivalent qualification. Relevant 3 – 5 years relevant working experience at entry level management (Assistant Director). A valid driver's license. Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage bid committees. Knowledge or strategic planning and budgeting. Ability to control and manage the acquisition of goods/ works and services. Ability to develop, interpret and apply supply chain management policies, strategies and legislation. Advance skills in financial management and project management, knowledge and understanding of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its associated Regulations (PPPFA) Treasury Regulations and other Public Service financial legislative frameworks. Analytical and numerical skills. Good report writing skills, interpersonal and problem solving skills. Ability to work under pressure with strict deadlines and over time. Computer literacy with proficiency in MS Word, excel and working knowledge of LOGIS and BAS.
- DUTIES** : The successful candidate will perform the following duties: Develop and implement demand management framework and strategies. Ensure the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Ensure a consolidated Procurement Plan for goods/ works and services with critical delivery dates and the approval thereof on time and submission to National Treasury Manage the implementation of Central Supplier Database. Facilitate Bid Specification, Bid Evaluation and Bid Adjudication Committee meetings. Review and implement sourcing strategy. Manage and undertake risk management assessments. Manage and undertake prevention of fraud and about of the SCM function. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier's performance. Manage the safeguarding of SCM information. Inform, guide and advice departmental employees on demand management matters to

promote correct implementation and sound demand management practices. Review and manage policies, instruction note and supply chain performance. Monitor and implement SCM Policies and National Treasury instruction notes. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. General management of the sub-directorate: Demand and Acquisition Management and undertake all administrative functions required with regard to financial and human resource administration.

ENQUIRIES
NOTE

- : Mr J Sebola Tel No: (012) 444-9114
- : Female candidates and people with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE
NOTE

: 01 August 2022

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

ERRATUM: Please note that the Key Performance Areas for the posts of Family Counsellor Manager advertised on Circular 25 of 2022 (Post 25/58), Ref No: 22/VA52/NW dated 08 July 2022 has been replaced and should read as follows: Manage, monitor and evaluate the institutional performance of the Family Counsellor Profession in the Province. Monitoring of monthly, quarterly and annual individual performance of Family Counsellors and case flow management. Quality assurance of court reports compiled by Family Counsellors. Ensure compliance with Standard Operating Procedures and other relevant operational policies. Manage the coordination of Reg 6 request to and from Provinces. Provide expert guidance to Family Counsellors and Family Counsellor Supervisors on the implementation of Child Protection, domestic and international legislation and/or policies. Develop, maintain and ensure provincial collaboration with stakeholders. Keep up to date with developments in the Social Work, Forensic Social Work, Family Law and Management of field. Provide effective people management. Closing date has been extended from 25 July 2022 to 01 August 2022. We apologize for any inconvenience caused in this regard

OTHER POSTS**POST 26/49****COURT MANAGER (X3 POSTS)****SALARY**

: R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Magistrate Office: Bizana Ref No: 22/102EC
Magistrate Office Springbok Ref No: 33/22/NC/SPR
Magistrate Office: Simonstown Ref No: 54/2022/WC

REQUIREMENTS

: A three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three (3) years managerial or supervisory experience; 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 licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; Ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.

DUTIES

: 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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms N Nghona Tel No: (043) 702 7000 / 7138 Kimberley: Ms S Segopa Tel No: (053) 8021300 Cape Town Ms N Bekwa Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Eastern Cape Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200: The Regional Head, Private Bag X9065, East London, 5200 Kimberley: 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 th floor, Kimberley, 8301. Email or faxed applications will not be considered. Cape Town: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	:	Cape Town"Ms W Nguyuza
<u>POST 26/50</u>	:	<u>ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT REF NO: 22/77/FS</u>
<u>SALARY</u>	:	R382 245 - R450 255 per annum (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Regional Office, Bloemfontein
<u>REQUIREMENTS</u>	:	A Degree or National Diploma Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years supervisory experience in Security Management; A valid driver's license; Knowledge of the MISS document of 1998; Control of access to public premises and vehicle Act. 1985 (Act No.:53 of 1985); The successful candidate will be required to travel extensively, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project Management Skills: presentation skills; ability to work under pressure Administrative and organizational skills, Sound Good interpersonal relations; Accuracy and attention to detail; Investigation skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the region and monitor the implementation of security measures at courts Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and OHS compliance at sub-offices within the region
<u>ENQUIRIES</u>	:	Ms N Dywili Tel No: (051) 4071800
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 26/51</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/44/MP</u> Re-advertisement, Candidates who had previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office; Mpumalanga
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management at NQF level 6; 3 years relevant supervisory experience; A valid driver's licence. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and financial systems such as Persal, Skills and Competencies: Planning& Organising; Project management; Innovative/creativity; computer literacy; Conflict Management; Decision making; Communication; Change management; Analytical thinking;
<u>DUTIES</u>	:	Key Performance Areas: Manage the collection and recording of revenue; Expenditure Management (COE and G&S); Reporting services; Supervise employees to ensure an effective financial accounting service.
<u>ENQUIRIES</u>	:	Ms NC Maseko Tel No: (013) 753 9300/224
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your Application to; Postal address: The Regional Head, Department of Justice & Constitutional Development: Private Bag X 11249, Nelspruit 1200 OR 4 TH Floor Nedbank Building 24 Brown Street, Nelspruit, 1200
<u>NOTE</u>	:	People with disabilities are highly encouraged to apply

<u>POST 26/52</u>	:	<u>OFFICE MANAGER REF NO: 22/104/SA</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Northern Cape-Kimberley
<u>REQUIREMENTS</u>	:	Appropriate 3 years National Diploma/ Degree in Office Management or equivalent qualification; A minimum of 3 years relevant experience in Administration should be at supervisory level; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills; Sound interpersonal relations; Planning and organizing skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Perform budget administration service on behalf of the Office of the Solicitor General; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and provide logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. E Seerane Tel No: (012) 315 1780
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 26/53</u>	:	<u>ASSISTANT DIRECTOR: ICT GOVERNANCE MANAGEMENT REF NO: 22/161/ISM</u>
<u>SALARY</u>	:	R382 245 - R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA Information and Communication Technology; A minimum of 3 years in ICT Governance; 3 years must be as a specialist; Knowledge of ICT policy development, corporate governance, risks, audits, ICT related compliance and service delivery/portfolio management; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the drafting of ICT Governance Frameworks, Policies and procedures; Facilitate the identification and mitigation of ICT risks; Facilitate the execution of ICT audits and conduct monitoring of audit action plans; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	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.
<u>POST 26/54</u>	:	<u>ASSISTANT DIRECTOR: ICT SERVICES PORTFOLIO MANAGEMENT REF NO: 22/162/ISM</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Service Delivery Management and /or ICT Governance and should be as a specialist; Knowledge of ICT risks, audits and related compliance ICT audits, Knowledge and understanding of Government financial process and systems, ITIL,COBIT and Governance (King V or latest); Knowledge and understanding of ICT Service Delivery Management, Corporate Governance of ICT and Project Management; Knowledge and understanding of Public Services Regulation, Public Finance Management Act, Public Administration corporate governance and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and

	resolving problems; Planning and organising skills; Problem solving and decision making skills; Team leadership.
<u>DUTIES</u>	: Key Performance Areas: Facilitate the development and maintenance of the ICT Services Portfolio (catalogue); Monitor operational services levels as contained in the ICT Services Catalogue against approved standards; Facilitate Regional Compliance and Regional ICT Implementation Plans; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	: Mr J. Maluleke Tel No: (012) 315 1090
	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/55</u>	: <u>ASSISTANT DIRECTOR: ICT DIGITAL TRANSFORMATION REF NO: 22/163/ISM (X2 POSTS)</u>
<u>SALARY</u>	: R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office: Pretoria
	: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Planning and Monitoring and/or Digital Transformation; 3 years must be as a specialist; Knowledge and understanding of Digital Transformation, ICT Strategic Planning and Monitoring and Project Management; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Regulations; Knowledge of ICT Planning and Monitoring Frameworks, Government Framework, Strategic Formulation, Digital Transformation and Government financial process and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.
<u>DUTIES</u>	: Key Performance Areas: Facilitate the establishment and monitoring Digital Transformation; Conduct Digital Transformation Research and Advisory Services; Facilitate the establishment and monitoring of ICT Investment Balanced Scorecard; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. J. Maluleke Tel No: (012) 315 1090
	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/56</u>	: <u>ASSISTANT DIRECTOR: ICT STRATEGY, PLANNING AND MONITORING REF NO: 22/164/ISM</u>
<u>SALARY</u>	: R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office: Pretoria
	: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Planning and Monitoring should be as a specialist; Knowledge of ICT Strategic and Operational Planning formulation, Government ICT planning and monitoring frameworks and government financial process and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous Improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership.
<u>DUTIES</u>	: Key Performance Areas: Facilitate and review the ICT strategic plans; Facilitate the development and review of the ICT operational plans; Facilitate and analyse performance monitoring reports against the ICT strategic plans; Facilitate and analyse performance monitoring reports against the ICT operational plans; Provide effective people and financial management.
<u>ENQUIRIES APPLICATIONS</u>	: Mr J. Maluleke Tel No: (012) 315 1090
	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	: People with disabilities are encouraged to apply.

<u>POST 26/57</u>	:	<u>ADMINISTRATIVE OFFICER (X7 POSTS)</u>
<u>SALARY</u>	:	R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Babanango Ref No: 22/87/KZN Magistrate Court, Ulundi Ref No: 22/88/KZN Magistrate Court, Kranskop Ref No: 22/89/KZN Magistrate's Office: Makwane Ref No: 22/79/FS Magistrate Court, Camperdown Ref No: 22/90/KZN Magistrate Office, Phillipstown Ref No: 30/22/NC/PHI Magistrate Office Williston Ref No: 31/22/NC/WIL
<u>REQUIREMENTS</u>	:	3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Co-ordinate, manage and administer support services to Case Flow Management and other court users; Perform any other duties necessary to ensure smooth office running.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili Tel No: (051) 407 1800 Kwazulu-Natal: Ms MP Khoza Tel No: (031) 372 3000 Kimberley: Ms S Segopa Tel No: (053) 8021300
<u>APPLICATIONS</u>	:	Free-State: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein Kwazulu-Natal: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban Kimberley: 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 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 26/58</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: 2022/15/ MP</u> Re-advertisement, Candidates who had previously applied are encouraged to re-apply
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office Mpumalanga
<u>REQUIREMENTS</u>	:	An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations; In depth knowledge and understanding of all relevant Human Resource legislation and policies; A valid driver's license. Skills and Competencies Ability to work under pressure. Computer literate (MS Office: Word, Excel and Power Point). Verbal and written Communication skills; Ability to maintain good interpersonal relations. Problem solving skills and analytical thinking.
<u>DUTIES</u>	:	Key Performance Areas: Deal_with grievances in the Department; Represent the Department at Disciplinary hearings and chair disciplinary hearings when so appointed; Investigate allegation of misconducts; Represent the Department at Dispute level; Assist in management of strike; Advise Management on Labour Relations matters; Compile statistics and Monthly reports; Assist in Training on Labour Relations matters.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (013) 753 9300 Ext 249
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag, X11249, Nelspruit, 1200. POST 05/73
<u>POST 26/59</u>	:	<u>FAMILY LAW ASSISTANT / PARALEGAL REF NO: 34/22/NC/FA/UPT</u>
<u>SALARY</u>	:	R261 3728 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Upington
	:	A three (3) year qualification in a Legal field and/or equivalent legal qualification; Three (3) years' experience in administration; Knowledge in the functions of the Office of the Family Advocate; A valid driver's license and willing to travel extensively within the province and beyond; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations;
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C. Van Wyk Tel No: (053) 8384563
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 26/60</u>	:	<u>ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 22/91/KZN</u>
	:	Re-advertisement, Candidates who had previously applied are encouraged to re-apply
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Durban
	:	Bachelor's Degree in Administration or equivalent relevant qualification; 3 years experience in the Justice System and/or relevant sector environment; A valid driver's license. Willingness to travel. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
<u>DUTIES</u>	:	Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; Deal with complaints and ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
	:	Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 26/61</u>	:	<u>STATE ACCOUNTANT: SYSTEMS AND ACCOUNTS REF NO: 22/144/CFO (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	A 3 year National Diploma/Degree (NQF level 6) as recognized by SAQA in Finance, Public Finance or Accounting; At least 3 years' experience in financial work environment; Knowledge and experience in Basic Accounting System (BAS), Safety-net, Departmental Financial Instruction (DFI), (PFMA) and Treasury Regulations; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Office); Interpersonal skills; Problem solving skills.
<u>DUTIES</u>	:	Key Performance Areas: Maintain security on BAS system by protecting information and system resources (production and training database); Assist system controller in implementing and maintaining user profiles, group profiles, workgroups and workflows; Create and maintain the Departmental chart of accounts; Prepare mappings of transaction processing rules and maintain parameters; Maintain the printing management of functionality on BAS; Identify BAS training needs of users within the Department and coordinate training with SITA; Provide support to management by assisting with Audit queries; Provide effective people management.

ENQUIRIES
APPLICATIONS

: Mr. J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The
Human 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 encourage to apply

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the 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 M Palare 012 444 3324 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 29 July 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 26/62** : **CHIEF DIRECTOR: ECONOMIC, GROWTH, PROMOTION AND GLOBAL RELATION**
REF NO: DMRE/2100
- SALARY** : R1 269 951 per annum (Level 14), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Economics/ International Relations (NQF 7) with minimum 5 years' experience in international and local investment and trade and investment promotion at middle / senior management level : Knowledge of: Project Management, planning and planning tools, project finance and economics, industry and public sector policies, strategies and legislation in the fields of energy and mining, people management, data management and analysis, report writing and presentation. Skills: Communication ; Project management; Report writing; presentation skills; Decision making; Interpersonal; Negotiation; Computer skills; Time management and work planning; as

well as, Analytical skills Thinking Demands: Innovative, Analytical, Logical and creative thinking capabilities .Other: The job requires local and international travel. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

DUTIES : Manage the advancement of bilateral, trilateral and multilateral relations between the mineral resource and energy sector and foreign stakeholders. Manage the promotion, facilitation and retention of mining, mineral and energy investment developments and identify the opportunities and market trends to attract additional investors. Manage the provision of Designated National Authority functions for the Department. Manage climate change and environment response measures (mitigation and adaptation) as well as implementation within the minerals and energy sectors. Manage the Chief Directorate.

ENQUIRIES : Ms N Ngcwabe Tel No: 012 444 3004

POST 26/63 : **DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2101**

SALARY : R1 073 187 per annum (Level 13), (all- inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Chemical Engineering/ LLB/ Policy Development Studies/ Petroleum Engineering (NQF 7) with minimum of 5 years' experience in policy development in senior/ middle management level PLUS the following competencies: Knowledge of: Policy Development process; Detailed knowledge of Petroleum sector. Project management; Financial management. Policies / laws governing the Petroleum sector. Skills: Leadership, Management. Planning and organizing. Project management. Communication (verbal and written skills). Policy analysis and development. Computer. Presentation and interpersonal skills. Influencing and negotiation skills Thinking Demands: Problem -solving. Innovative, Analytical, Creativity, Critical thinking. Recommendations/Note:No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

DUTIES : Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to petroleum. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for petroleum. Lead interactive and consultative processes with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/ proposing petroleum policies. Manage the development and review of legislations and regulations on petroleum efficiency and petroleum sector. Provide support/ advice to the Director-General, Deputy Minister and the Minister on policy related matters. Liaise with petroleum regulators in South Africa and other regulators abroad. Manage the Directorate.

ENQUIRIES : Dr O Masekoa Tel No: 012 444 3868

POST 26/64 : **DEMAND MODELLING SPECIALIST REF NO: DMRE/2102**

SALARY : R1 073 187 per annum (Level 13), (all- inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with econometrics) (NQF 9) Energy studies in addition to above will be an added advantage with minimum of 5 years' experience at middle/ senior managerial / in modelling (Mathematical and Econometric Modelling) Demand Modelling, Profiling and Forecasting, Technical Report writing, Policy Analysis Knowledge of: Detailed understanding of policies and legislations which govern the energy sector. Knowledge of the energy industry and the entire energy value chain. Understand of all energy demand sectors. Understanding of economic and social trends which influence energy demand. Understanding of global trends and economic drivers which impact on energy demand. Understanding of various energy technologies Skills: Energy modelling Mathematical and econometric modelling. Technical report writing. Translation of concept into mathematical or analytical models. Policy analysis. Demand modeling profiling, projection and forecasting Thinking Demands: Assertive, analytical, self -driven and motivated, mature attention to details. Recommendations/Note: No appointment shall be effected without the recommended

candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

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

ENQUIRIES : Mr T Audat Tel No: 012 406 7560

OTHER POSTS

POST 26/65 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DMRE/2103**

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma/ Degree in Public Management / Business Management / Social Sciences / Project Management (NQF 6) with minimum of 3 years' experience in monitoring and evaluation environment PLUS the following competencies Knowledge of: all relevant legislation and regulations that govern the public service including the PFMA and Treasury Regulations, Public Service Act, the Labour Relations Act etc. Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Strategic and operational planning. Government planning systems and departmental strategy formulation. DPSA prescript in respect of the SDIP. Knowledge of the Programme Performance Management Framework. Familiarity with: Corporate Governance Principles (King II and King III). Other relevant legislation that governs the public service. Government priorities and imperatives. The whitepaper on the Transformation of public service (Batho- Pele). Skills: Computer literacy, Writing and editing skills, Accuracy. Good verbal and written communication skills. Numeracy Thinking Demands: Flexible. Self and professionally motivated. Curiosity and learning driven.

DUTIES : Assist with the development, maintenance and implementation of performance and compliance monitoring and reporting systems and procedure for the Department. Provide support for the monitoring, evaluation and reporting framework. Assist with the processing of departmental performance information including Regions and Institutions. Collect and help analyse information and compile reports on. Assist with the production of Annual Report (part B), midterm review and quarterly performance reports. Capture information on DPME online reporting platforms. Provide managerial activities.

ENQUIRIES : Mr T Baloyi Tel No: 012 406 7458

POST 26/66 : **COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO: DMRE/2104**

SALARY : R261 372 per annum (Leve 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma in Graphic Design/ Multimedia Studies/ Creative Arts (NQF 6) with minimum of 1 year experience in graphic design PLUS the following competencies Knowledge of: a strong portfolio of illustration or other graphics. Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop & Microsoft Office Skills: Communication skills (verbal and written). Management and organizational skills. Computer skills. Creativity and innovation. Interpersonal and analytical skills. Organising and Co-ordination. Facilitation and implementation. Well-developed, interpersonal relationships in all levels. Problem -solving and analysis Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.

DUTIES : /KRA's: Design layout and style of electronic publications and printed publications. Provide support with graphic and art content of the Department 's website. Coordinate and liaise with all parties central to the visual and web design functions. Execute prepress processes according to international book-making standards. Conduct graphics printing services. Recommendations/Note: Submission of Portfolio of evidence (POE) will be an added advantage. Please attach POE as part of your application (A4).

ENQUIRIES : Mr M Nyalungu Tel No: 012 444 3000

POST 26/67 : **SENIOR SECURITY RISK OFFICER REF NO: DMRE/2105**

SALARY : R211 713 per annum (Level 06)

CENTRE : Head Office, Pretoria

<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 3 years' experience in security operations and administration PLUS the following competencies Knowledge of: Security legislation policies and procedures. Access control procedures. Safety precautions. Security register Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.
<u>DUTIES</u>	:	Oversee the access control and monitoring movements within the building premises to identify risk. Oversee the security patrols and escort. Manage the control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Oversee the prohibitioning of unauthorised removal of equipment, documents and stores from building or premises. Oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: 012 444 3633

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Gauteng: 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

CLOSING DATE

: 29 July 2022

NOTE

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV; 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. 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 candidate 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.

ERRATUM: Kindly note that the two (2) posts of Personnel Practitioner: HR Planning and OD, with Ref No: 2022/106/OCJ advertised in Public Service Vacancy Circular 25 dated 08 July 2022, with the closing date of 22 July 2022, have been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

POST 26/68

: **DEPUTY DIRECTOR: ICT SECURITY SPECIALIST REF NO: 2022/115/OCJ**

SALARY

: R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.

CENTRE

: National Office: Midrand

<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits). A minimum of five (5) years' ICT Infrastructure Support Management environment, with three (3) years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate. Valid MCSA: Windows 2012 or 2016 certificate will be an added advantage. Valid CISM certificate or equivalent will be an added advantage. A valid driver's licence. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with anti-virus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change. Take accountability and ownership
<u>DUTIES</u>	:	Installation, configuration and maintenance of the OCJ's Enterprise Security Systems and Solutions. Implementation and management of the security in all OCJ's externally facing applications. Implementation and maintenance of the security solutions for vulnerability audits and assessment. Establishment of an enterprise security stance through policy, architecture and training processes. Establishment and management of enterprise identity governance and access management solutions for the OCJ. Provide supervisory to internal and external ICT security management team.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr T Ramatlapeng Tel No: (010) 493 8754 HR Related Enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
<u>POST 26/69</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2022/117/OCJ</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate and a three-year National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations at NQF level 6 (360 credits) as recognized by SAQA.. A minimum of two (2) years' experience in Employee Relations. Valid driver's license Skills and Competencies: Communication skills (written and verbal). Knowledge of Public Services Legislation, Prescripts and Regulations. Labour Relations Act; Employment Equity Act; Basic conditions of Employment Act. Ability to work under pressure and willingness to travel.
<u>DUTIES</u>	:	Assist in the management of disputes in the Department. Represent the Department at conciliations and arbitrations. Handle disciplinary and grievance processes to ensure sound employee relations. Maintain case management database for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Render Labour Relations advisory services to both management and employees. Prepare mandatory labour relations reports to internal and external stakeholders. Facilitate Departmental Bargaining Chamber activities. Provide administrative duties to the Unit.
<u>ENQUIRIES</u>	:	Technical Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 26/70</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2022/117/OCJ</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate and a three-year National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations at NQF level 6 (360 credits) as recognized by SAQA. Valid driver's license. A minimum of two (2) years' experience in Employee Relations. Knowledge of Public Services Legislation, Prescripts and Regulations. Employment Equity Act. Basic conditions of Employment Act. Constitution Act 108 of 1996. Willingness to travel.
<u>DUTIES</u>	:	Handle dispute resolution management in the Department. Represent the Employer at conciliation and arbitration. Handle disciplinary and grievance process to ensure sound employee relations. Develop case management database for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Rendering Labour Relations advisory services to both management and employees. Report on mandatory

	Labour Relations matters. Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions.
<u>ENQUIRIES</u>	: Technical related enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 26/71</u>	: <u>PERSONNEL PRACTITIONER: HR PLANNING AND OD REF NO: 2022/118/OCJ</u> Re-advertisement: Candidates who previously applied are encouraged to re- apply
<u>SALARY</u>	: R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand Matric certificate and a three-years' National Diploma/Degree in Human Resource Management, Management Services, Operation Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in aspects of HR planning, OD and willingness to travel. Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service. Management services techniques. Policy analysis and interpretation. Computer Literacy in MS programmes, Org plus, Viso and Evaluate system. Project management. Service Delivery innovation. Problem Solving and Analysis. People management and empowerment. Client orientation and customer focus. Communication. Initiative and innovative driven. Report writing skills. Presentation skills. Ability to work independently and in a team. Self-management and the ability to communicate professionally. Hard working: Proactive and creative. Ability to work under pressure. Attentive to detail
<u>DUTIES</u>	: Assist in reviewing, developing and implementing MTEF HR Planning. Ensure effective functioning of HRP Committee. Develop workforce planning strategies. Assist in coordinating and facilitating Employment Equity Plans and issues: Monitor and evaluate the Human resource plans Assist in the evaluation of Jobs as and when necessary Provide assistance on organizational development processes and procedure. Render organization development administrative duties.
<u>ENQUIRIES</u>	: Technical enquiries: Mr W Mekoa Tel No: (010) 493 2526 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 26/72</u>	: <u>REGISTRAR REF NO: 2022/119/OCJ</u>
<u>SALARY</u>	: R260 928 - R926 193.MR3 to MR5 (OSD) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Gauteng Local Division Of The High Court: Johannesburg Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Results driven. Honesty/Trustworthy. Observance of confidentiality. Ability to work under pressure and meeting of deadlines.
<u>DUTIES</u>	: Co-ordination of Case Flow Management and support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate appeals and reviews. Quality check Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of subordinates. Process unopposed divorces and the facilitation of Pre-Trial conferences. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Provide practical training and assistance to the Registrars' Clerks. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
<u>ENQUIRIES</u>	: Technical related enquiries: Ms R Bramdaw Tel No: (011) 335 0145 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<u>APPLICATIONS</u>	:	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). Emailed applications will <u>not be accepted</u> .
<u>FOR ATTENTION</u>	:	Human Resource Admin & Recruitment
<u>CLOSING DATE</u>	:	29 July 2022 @ 16:30
<u>WEBSITE</u>	:	<u>www.dpme.gov.za</u>
<u>NOTE</u>	:	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 and a comprehensive 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. 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the 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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za .

OTHER POSTS

<u>POST 26/73</u>	:	<u>ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 027/2021</u> Directorate: Presidential Hotline
<u>SALARY</u>	:	R477 090.per annum (Level 10), plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate 3-year tertiary qualification (NQF 6) in the area of Political Studies, Public Administration, Call Centre Management, M&E or equivalent with at least 5 years' appropriate experience of which 3 years should be in customer care/or project management environment and 2 years at supervisory level. A good understanding of government policies, M&E and logging of cases. Competencies/Skills: The ideal candidate should possess well developed report writing skills, research methodology and analytical skills, sound knowledge of the Microsoft Office suite (including Excel and Power Point) should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team Personal attributes: The incumbent must be assertive and self-driven, client orientated customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful candidate will be responsible to facilitate complaints logging support, complaints management support to departments and provinces to ensure good quality logging of cases and effective monitoring of support to departments and provinces. This entails oversight of the quality and correctness of all complaints and queries logged. Maintaining and updating the classification categories and systems used by the call centre. Ensure that complaints and queries are addressed in line with the standards procedures of the project Plan and facilitate updated training for call centre staff. Keep updated records and draft reports.
<u>ENQUIRIES</u>	:	Mr M Lehong Tel No: (012) 312-0540
<u>POST 26/74</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 028/2022</u> Directorate: FSD: Implementation
<u>SALARY</u>	:	R321 543 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification (NQF 6) in the area of Public Administration, Public Management, Human Resource Management or equivalent with a minimum of 4 years relevant experience of which 2 years must be supervisory experience. The position will suit a motivated, organised and solutions-oriented person with good logistical skills, who is able to work with limited supervision and produce good quality work. He / She should possess the following knowledge & skills: good written and verbal communication skills, good analytical and problem-solving skills, good interpersonal relations, planning and execution skills, ability to accept responsibility, flexible, reliable, be experienced in using MS Word, PowerPoint and Excel and must have a working understanding of project management principles and tools. Knowledge of government prescripts, policies, practices, and programmes is a requirement.
<u>DUTIES</u>	:	The successful candidate will render effective administrative support to the Directorate, which include, Financial and Procurement as well as Human resource support in the unit, drafting of correspondence (submissions, letters and reports) as required by the unit. Provide inputs in the updating of enabling prescripts, policies and procedures. Supervising of general administrative support within the Unit.
<u>ENQUIRIES</u>	:	Mr M Lehong Tel No: (012) 312 0540

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 29 July 2022 at 16H00
: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 25 dated 08 July 2022 (1) Assistant Director: Property Disposals Ref no: 2022/240, Centre: Johannesburg Regional Office, was erroneously advertised with incorrect salary R382 245 per annum, the correct salary level R477 090 per annum. (2) Registry Clerk: Human Resource Administration ref No: 2022/249, Centre: Head Office (Pretoria) was advertised without physical address, the physical address is as follows: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For attention: Ms. NP Mudau. (3) Photocopier Operator: Registry (Re-Advert) Ref no: 2022/257, Centre: Cape Town Regional Office, was erroneously advertised with incorrect Requirements: A Senior certificate/Grade 12, the correct Requirement are as follows: Grade 10. (4) Cleaner: Facilities Management Ref no: 2022/259, Centre: Port Elizabeth Regional Office, was erroneously advertised with the incorrect Centre, the correct Centre is as follows: Centre: Port Elizabeth Regional Office (Pieddie), further note that closing date will be extended to the 29 July 2022.

OTHER POSTS

POST 26/75 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2022/260**

SALARY : R480 927 per annum, (all-inclusive OSD salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator. Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements. A valid driver's license. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context. Legal research and professional legal assistance. In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. SKILLS: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of the safety and integrity of legal records. Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters. Implement and monitor delegated powers as required by National Treasury and the PFMA. Conduct research and provide professional legal assistance, advice and support. Draft and verify legal documents. Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved. Provide an advisory and supportive role to Project Managers and the Regional Office. Ensure the extent and effectiveness of advice, guidance and opinions provided. Ensure the extent of compliance with related standards. Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Ms. T Zulu Tel No: 051 408 7306
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr. D Manus

POST 26/76 : **SENIOR ADMIN OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2022/261**

SALARY : R321 543 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences, Logistics. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Compile a Procurement Plan. Conduct a market and industry analysis. Coordinate the procurement and processing of bids. Serve as a secretariat to Bid committees. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the Bid committees meetings and distribution of such

Minutes agendas to members of the Bid committees together with the submissions for consideration. Advise the Bid committee on procurement processes and prescripts. Liaise with project managers and project leaders with respect to Bid recommendation submissions and make follow up on decision taken by the Bid committees. Check submitted bids for responsiveness criteria. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Compile bid committee reports. Ensure advertising of tenders in the Government Tender Bulletin. Compiling of tender documents and handing out of tender documents to contractors. Ensure SCM compliance in all BAC submissions. Ensure the Opening of tenders. Attend briefing session where necessary. Compile letters, memoranda, circulars & staff notices. Monitor the validity periods of all tenders until the award stage, confirmation of prices and unit rates from contractors. Manage and administer contracts. Supervise Admin Officer/s within the unit. Assist the Head of the unit on all procurement related functions and also perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES : Mr. HN Masha Tel No: (012) 406 1997
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms. NP Mudau

POST 26/77 : **SENIOR ADMINISTRATION OFFICER: LEASING AND ACQUISITION REF NO: 2022/262**

SALARY : R321 543 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management/Real Estate/Property Law/Public Management. Relevant experience in leasing and acquisitions of property rights in fixed property and property administration will serve as an advantage, computer literacy knowledge and understanding of government of government procurement processes, contractual policies and procedures, understanding of the property market and its trends, understanding of the derivatives forms of acquisition of property (expropriation, common law, & prescriptions) negotiation skills, A valid driver's license is a must have, willingness to travel extensively communication, report writing and presentation skills.

DUTIES : Procure leased fixed properties or right in fixing properties to be utilised by client departments. View tendered or identified properties. Negotiate lease term with landlords and manage signing lease agreements. Keep tract of the property market and its trends. Manage lease renewals to ensure that leases are renewed in time. Do site inspections to ensure optimal utilisation of leased buildings. Negotiate property purchases. Attend to both clients and landlord's complaints in leased buildings perform general administrative.

ENQUIRIES : Ms. MM Mokgohloa Tel No: (013) 753 6301
APPLICATIONS : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr. E Nguyuza

POST 26/78 : **CHIEF WORKS MANAGER: BUILDING REF NO: 2022/263**

SALARY : R321 543 per annum
CENTRE : Nelspruit Regiona office
REQUIREMENTS : A three year tertiary qualification or equivalent qualification (NQF Level 6) in a Built Management disciplines with extensive experience in the technical field, i.e. Building or N3 plus trade test and 5-10 years in the building fields. Extensive knowledge of building regulations. Occupational health and safety act. Public finance management act. A driver's license. Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Management and planning skills. Knowledge and understanding of the government procurement system.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing state accommodation. Manage project cost estimates, monitor and control the process of controlling changes in line with the allocated day-to-day maintenance budget. Conduct site inspection to ensure compliance with specification set out by the department. Ensure compliance with OHSA. Assist in the development of building programmes and conditional surveys and report regularly to management on the progress thereof. Manage the budget. Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients

<u>ENQUIRIES</u>	:	Mrs. PN Bendlela Tel No: (013) 753 6361
<u>APPLICATIONS</u>	:	Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.
<u>FOR ATTENTION</u>	:	Mr. E Nguyuzza
<u>POST 26/79</u>	:	<u>STATE ACCOUNTANT: BILLING AND REVENUE MANAGEMENT (ACCOUNTS RECEIVABLES FINANCE) REF NO: 2022/264</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Financial Management or Accounting (NQF level 6). Experience in Accounts receivables will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations. Communication, interpersonal, Sound administrative and numeric skills. Analytical thinking, good planning and organising skills. Ability to work under pressure, innovative and communicate at all levels.
<u>DUTIES</u>	:	Capture invoices to the accounting system and issue them to the client departments. Keep track of invoices issued and money received through proper filling and record keeping for reporting and audit purposes. Confirm and allocate money received from the client departments. Follow-up with client departments on outstanding debt for recovery in terms of PFMA, Debt Management policy and Treasury Regulations. Assist in compiling monthly reconciliation of accounts and management reporting. Assist by providing inputs for year-end financial statement and audit. Record, follow-up and resolve disputes from the client departments.
<u>ENQUIRIES</u>	:	Ms. M Seloga Tel No: (012) 406 1233/26
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. NP Mudau
<u>POST 26/80</u>	:	<u>ADMINISTRATION OFFICER: DEMAND MANAGEMENT REF NO: 2022/265</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Procurement/ Public Administration or related. Appropriate supply chain experience. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation. Supply chain management. Management of databases. PFMA, PPPFA, and Supply Chain policies and procedures. Treasury Regulations and BBBEE Acts. Monitoring and evaluation theory and methodology. Monitoring and evaluation systems. Computer literacy.
<u>DUTIES</u>	:	Provide admin support in the research and needs analysis for the Department. Assist in the consultation with relevant stakeholders to determine their challenges, opportunities, and risks. Provide admin support in the review of previous procurements. Identify the frequency of needs and analyze the identified needs in line with the supply chain strategy. Collect and collate information for the Departmental Annual Procurement Plan. Check and analyze. Consolidate the information into a procurement plan for approval by the delegated authority. Provide support in the process of drafting specifications/terms of reference. Assist in identifying and implementing of the preference points system and appropriate goals per commodity in terms of preferential procurement policy objective. Ensure compliance with prescript requirements. Attend to relevant queries. Provide secretariat support to the relevant Committees and general admin and supervision services to the unit. Provide secretariat services during the meetings. Check compliance on submissions to the SCM Committee. Maintain records of all minutes and other relevant documents.
<u>ENQUIRES</u>	:	Mr. VG Msimango Tel No: (011) 713 6251
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Mr M Mudau

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 29 July 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification 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. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. It is not required that an applicant submit such when applying for the post prior to the closing date but nominated candidate (first and second choice) must have completed the pre-entry certificate and must be in possession of such prior to issuing the offer of employment letter. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. Failure to do, will result in the offer being withdrawn. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 26/81** : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: R1/2022**
(Five-year fixed term contract)

- SALARY** : R2 008 212 per annum, plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a

**CENTRE
REQUIREMENTS**

- performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.
- : Pretoria, HSRC Building
- : An undergraduate qualification (NQF level 7) and a post graduate qualification preferably in public administration/development/social sciences (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years' experience must be within any organ of State as defined in the Constitution Act 108 of 1996. Knowledge of the Public Service Legislation. Knowledge and understanding of the relevant legal framework. Competencies: Strategic capability and leadership. Programme and project management. People management and empowerment. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

DUTIES

- : Overall management and administration of the Department through the provision of strategic leadership, policy and legislative development; Oversee the provision and implementation of comprehensive social security, social welfare services and community development programmes; Ensure effective corporate governance through financial compliance, risk management, systems and procedures; Ensure adequate resourcing for the department and capacity for implementation of its mandate. Develop effective strategies for the implementation and attainment of the seven priorities of Government with particular attention to women, youth and persons with disability; Effective stakeholder management by supporting Provincial Departments, Non-Governmental Organisations, community-based organisations; Provision of effective oversight of entities reporting to the Minister. Provide technical support to Minister. Preparation of strategic reports for submission to Minister and Parliament.

ENQUIRIES

- : Mr D Chinappan Tel No: (012) 312-7504

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 29 July 2022
- : 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. 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. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 26/82

- : **DIRECTOR: FORENSIC INVESTIGATIONS AND QUALITY ASSURANCE AUDITS**
- : **REF NO: 290722/01**
- : Branch: Cd: Internal Audit
- : Dir: Forensic Investigations & Quality Assurance

SALARY
CENTRE
REQUIREMENTS

- : R1 073 187 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : A Degree in Auditing (Internal, External and Forensic Investigation/ Fraud Examination) / LLB Degree (Fraud Examination) at NQF 7. A Certified Fraud Examination (CFE) designation, a Certified Internal Auditor (CIA) designation or a Chartered Accountancy (CA) designation or a Post Graduate Diploma in Internal Audit or Forensic Audit/ Fraud Examination will be an added advantage. Five (5) to Seven (7) years' experience in Forensic Auditing/ Investigation, of which five (5) years must be at a middle management level. A valid unexpired driver's license. Knowledge of Business and management principles. Knowledge and experience of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and experience of scenario planning, infrastructure management, including development, operations and maintenance. Knowledge and understanding of socio-economic issues. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principles, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Amendment Act 5 of 2017, the Prevention Organized Crimes Act and Protection of Access to information Act (PAIA), Knowledge of the Public Service Anti-Corruption Strategy and anti- corruption and fraud prevention measures. Accountability and ethical conduct.

Excellent communication skills (both verbal and written). Advanced computer literacy and the ability to use various software packages such as MS Word, Excel, Power point, Microsoft Outlook and Internet. Willingness and ability to travel.

- DUTIES** : Provide input and contribute towards the development and implementation of department's fraud prevention and anticorruption strategy. Conduct fraud awareness campaigns. Conduct forensic audits. Represent the Department in disciplinary cases, criminal or civil recovery processes. Develop and implement the quality assurance programme within Internal Audit. Manage Financial and Human Resources. Develop annual plans for audit committee approvals as per treasury regulation. Produce quarterly reports to the Audit Committee.
- ENQUIRIES** : Mr M Motsatsi Tel No: 012 336 7905
- APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit
- NOTE** : Preference will be given to Females and persons with disabilities.

OTHER POSTS

- POST 26/83** : **CHIEF ENGINEER GRADE A REF NO: 290722/02**
Branch: Provincial Coordination and International Cooperation: Eastern Cape
- SALARY** : R1 058 469 – R1 210 251 per annum, (all- inclusive OSD salary package)
- CENTRE** : East London (Mzimvubu-Tsitsikamma Proto-Catchment Management Agency)
- REQUIREMENTS** : An Engineering (B Eng. / BSc Eng.) Degree or relevant qualification in Civil Engineering. Six (6) years post qualification in Engineering experience. Compulsory registration with ECSA as a Professional Engineer (Details of registration must be noted on the prescribed Z83 application form and CV). A valid unexpired drivers license. Extensive working experience in water resources planning and management. Working experience in planning, hydrological modelling, economic analysis, ecological matters, policy development and institutional aspects. Computer literacy and good computer programming skills. Proven leaderships and negotiation skills. Ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant Acts. Good communication skills both (verbal and written). Must be available to travel covering the rest of the EC Province.
- DUTIES** : Identify, set up and manage multi-disciplinary catchment-wide planning and studies. Development of a Catchment Management Strategy for the Mzimvubu-Tsitsikamma Water Management Area. Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from a wide range of disciplines for analysis and optimisation. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Provide professional guidance to technical teams or professional service providers. Provide engineering advice and comments to the Water Use License Application process. Compile terms of references for planning studies. General management of staff and administration of professional service providers. Close interaction with other DWS components, the water sector at large, provincial, and national Government, other development agencies, local authorities, public and private institutions. Responsible for budgeting for as well as control of all expenditure of the planning section. Deliver technical and other presentations, as required to a variety of stakeholders.
- ENQUIRIES** : Ms Tabisa Fiko Tel No: 043 701 0341
- APPLICATIONS** : For purposes of response handling, please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit
- NOTE** : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based on the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

- POST 26/84** : **CHIEF ENGINEER GRADE A REF NO: 290722/03**
Branch: Provincial Coordination And International Cooperation: Eastern Cape
Dir: Infrastructure Development Maintenance

- SALARY** : R1 058 469 – R1 210 251 per annum, (all-inclusive OSD salary package)

<u>CENTRE REQUIREMENTS</u>	:	King Williams Town
	:	An Engineering Degree (B Eng /BSc Eng) Degree or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a professional Engineer (Details of registration must be noted on the prescribed Z83 application form and CV). A valid unexpired drivers license. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for water services infrastructure. Good communication skills both (verbal and written). Ability to communicate at all sectors of the Department and other institutions. Must be able to work independently, be self-motivated and reliable.
<u>DUTIES</u>	:	Provide assistance in the design systems, structures and installation of water services related to infrastructure. Support the comprehensive planning in water services infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure systems and installations including the preparation of reports on the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and give advice to personnel on various levels, consultants, contractors and water service authorities. Support functional arrears to arrange supply chain management, human resources management and financial needs. Provide mentoring and guidance to staff towards ECSA registration.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MP Zenzile Tel No: 043 604 5528
	:	For purposes of response handling, please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria
<u>FOR ATTENTION NOTE</u>	:	Planning, Recruitment and Selection unit
	:	This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.
<u>POST 26/85</u>	:	<u>ENGINEER PRODUCTION: GRADE A-C REF NO: 290722/04</u> Branch: Water Resources Management Dir: National Hydrological Services
<u>SALARY</u>	:	R728 829 – R1 106 814 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office
	:	An Engineering degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post qualification experience as a Civil Engineer. Compulsory registration with the Engineering Council of South Africa (ESCA) as a Professional Civil Engineer (Details of registration must be noted on the prescribed Z83 application form and CV). A valid unexpired drivers license. Excellent communication (verbal and written) and Administrative skills. Pertinent knowledge and experience within the field of hydrology and hydraulics. Construction experience. Knowledge of the National Water Act (no 36 of 1998), as well as other relevant acts and legislation – like the National Environmental Act (no. 107 of 1998) and dam safety legislation. Computer literacy.
<u>DUTIES</u>	:	Oversee the establishment of flow gauging sites and direct/indirect hydraulic calibration of flow gauging sites– in addition, will be required to assist in all flood frequency activities and flow information improvement. Render civil designs for stream flow gauging weirs network in the country. Support Provincial Offices (Hydrometry) by ensuring that Environmental Impact Assessment for new gauging weir sites are carried out on time. Supervise the construction / rehabilitation of gauging weirs in various sites. Audit all relevant engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and other organizations. Liaise with the hydrological components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Technicians.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z. Maswuma, Tel No: (012) 336 8784
	:	Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or

	hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	: Planning, Recruitment and Selection unit
<u>POST 26/86</u>	: <u>ENGINEER PRODUCTION GRADE A-C REF NO: 290722/05</u> Branch: Provincial Coordination and International Cooperation: Eastern Cape Dir: Infrastructure Development Maintenance
<u>SALARY</u>	: R728 829 – R1 106 814 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	: King Williams Town
<u>REQUIREMENTS</u>	: An Engineering Degree (B Eng/BSC/Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer (Details of registration must be noted on the prescribed Z83 application form and CV). A valid unexpired drivers license. Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for Water Services Infrastructure. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Good communication skills both (verbal and written) and the ability to communicate at all sectors of the Department and other institutions. Must be able to work independently, be self-motivated and reliable.
<u>DUTIES</u>	: Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in water services infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the region. Compile, review and comment on the contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority's (WSA). Support functional arrears to arrange supply chain management, human resources management and financial needs.
<u>ENQUIRIES</u>	: Mr. Z Nonjuzana Tel No: 043 604 5414
<u>APPLICATIONS</u>	: Eastern Cape (King Williams Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No 2 Hargreaves Avenue, OLD SABC Building, King William's Town 5600.
<u>FOR ATTENTION</u>	: Ms LT Malangabi Tel No: 043 604 5476
<u>POST 26/87</u>	: <u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 290722/06</u> Branch: Provincial Coordination and International Cooperation: Mpumalanga
<u>SALARY</u>	: R382 245 per annum (Level 09)
<u>CENTRE</u>	: Mbombela
<u>REQUIREMENTS</u>	: A relevant tertiary qualification at NQF level 7. Three (3) year related financial or Asset Management experience at supervisory level. A valid unexpired drivers license. Knowledge of the PFMA, Asset Management Framework, Treasury Regulations and other relevant legislation. Knowledge and experience of basic Accounting System (BAS), GRAP and LOGIS. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Demonstrate leadership/interpersonal relationship and asset management skills. Client orientation and customer focus. Ability to monitor, check information as well as set up and maintain information system. Willingness to work cooperatively with others as well as in a team. Excellent communication skills (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Ensure that assets are properly accounted for in the asset register and complies with National Treasury guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the asset register on monthly basis. Monitor all entries made on the asset register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets, reconcile against the asset register and trial balance. Implement and manage registers for finance leases. Verify the existence of finance leases and prepare monthly reconciliation between BAS

and amortization tables versus the finance leases register. Ensure that reconciling items are cleared. Ensure proper monthly, annually reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external auditors. Quarterly review performance of staff within asset management in line with the human resources management guidelines.

ENQUIRIES : Ms SC Ngomane, Tel No: 013 759 7358 / Ms FM Mkhwanazi, Tel No: 013 759 7515 / Ms PC Ngwamba, Tel No: 013 759 7446 / Mr SG Nkosi, Tel No: 013 759 7335

APPLICATIONS : Mpumalanga (Mbombela): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION : Ms FM Mkhwanazi

POST 26/88 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-C (CHEMISTRY LABORATORY) REF NO: 290722/07**
Branch: Water Resource Management
SD: Analytical Services

SALARY : R316 536 - R480 678 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Roodeplaat (Pretoria)

REQUIREMENTS : A National Diploma in Science or relevant qualification with Analytical Chemistry or Chemistry as a major subject. Compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years post qualification technical scientific experience. An In-depth experience in standard water related analysis using the following techniques or instruments: Discrete analysers, Atomic Absorption Spectroscopy (AAS), Flow Injection analysis (FIA), pH and EC analysis and Turbidity meter. Extensive experience gained in an accredited chemistry laboratory and good laboratory practices. Knowledge of ISO 17025. Experience in the use of a Laboratory Information Management System (LIMS) for data handling. Knowledge and experience of statistical analysis. Knowledge of Occupational Health and Safety Act and safety principles. Advanced computer literacy and ability to use various software packages such as MS Word, Excel, Power point, Microsoft Outlook and Internet.

DUTIES : Responsible for the quality assurance and tasks related to providing technical and scientific support. The incumbent is also responsible for executing a wide variety of tasks in relation to the analysis of water samples including the following: Practice quality assurance on all analysed data and results as per RQIS quality system. Participate in the investigation of non-conforming work through Corrective Action Requests (CARs). Maintain and improve the RQIS quality system. Operate Laboratory Information Management System (LIMS). Supervise and train laboratory personnel to have a highly motivated and effective team. Maintain analytical instruments. Plan training activities and perform Planned Job Observations (PJO's) on all methods and procedures to be declared competent in terms of the RQIS quality system and thereafter be assessed by SANAS as a technical signatory. Filter and digest samples water samples with methods and procedures. Participate in proficiency testing exercises. Prepare standards and reagents for analysis of samples.

ENQUIRIES : Ms J Lekekiso Tel No: 012 808 9750

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

FOR ATTENTION : Ms L Mabole

POST 26/89 : **ASSISTANT TECHNICAL OFFICER (COMPLIANCE MONITORING) REF NO: 290722/08**
Branch: Provincial Coordination and International Cooperation

SALARY : R176 310 per annum (Level 05)

CENTRE : Mbombela (Mpumalanga)

REQUIREMENTS : A Grade 12 / Senior certificate with Mathematics/Mathematics Literacy. Computer literacy. A valid unexpired drivers license and willing to travel. Ability to use Microsoft excel and Word, Ability to use GPS, Knowledge of water quality monitoring.

DUTIES : Pollution control. Investigation of pollution incidents. Water Quality compliance to Water Legislation. Inspections of water treatment facilities and sampling of drinking water. Data management. Blue and Green Drop improvement programmes.

ENQUIRIES : Ms Mubva K, Tel No: 013 759 7435 / Ms FM Mkhwanazi, Tel No: 013 759 7515 / Ms PC Ngwamba, Tel No: 013 759 7446 / Mr SG Nkosi, Tel No: 013 759 7335

APPLICATIONS : Mpumalanga (Mbombela): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION : Ms FM Mkhwanazi

INTERNSHIP PROGRAMME: TWENTY-FOUR (24) MONTHS

The Department of Water and Sanitation invites unemployed South African graduates who are between the ages of 18-35 to apply for the 2022/24 Internship Programme. Graduates must be in possession of a National Diploma from a University of Technology or a Degree from a University. Candidates that have successfully completed all theoretical studies and are in need of experiential training portion of their studies in order to obtain their qualification are invited to apply. The Department is an equal opportunity employer. It is our intention to promote representivity (race, gender, and disability). The persons living with disability are therefore encouraged to apply.

CLOSING DATE : 29 July 2022, Time: 16h00

NOTE : Applications must be submitted on a Z83 form obtainable from any Public Service Department and must be accompanied by a comprehensive CV / Resume. Other related documentation such as certified copies of ID documents, qualifications (Grade 12 certificate and tertiary qualification or recent academic records) etc. need not to accompany the application when applying for internship as such documentation must only be produced by shortlisted candidates during the interview date. Only applicants who have NOT previously served as Interns in the Public Service, will be considered. Correspondence will be limited to successful candidates only and applications received after the closing date or faxed or emailed, will not be considered.

OTHER POSTS

POST 26/90 : **INTERNSHIP PROGRAMME: EMPLOYEE RELATIONS REF NO: 290701/09 (X2 POSTS)**

STIPEND : R74 099 per annum

CENTRE : Head Office Pretoria

REQUIREMENTS : Study Field: National Diploma or Degree in Labour Relations.

ENQUIRIES : Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980

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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

NOTE : One post will be earmarked for a person with a disability.

POST 26/91 : **INTERNSHIP PROGRAMME: ROODEPLAAT TRAINING CENTRE REF NO: 290701/10 (X4 POSTS)**

STIPEND : R74 099 per annum

CENTRE : Roodeplaat Pretoria

REQUIREMENTS : Study Field: National Diploma or Degree in Public Administration/Office Management & Technology/Food Technology/Food Services Management and Hospitality/Catering Services.

ENQUIRIES : Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980

APPLICATIONS : Roodeplaat (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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

NOTE : One post will be earmarked for a person with a disability.

POST 26/92 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT REF NO: 290701/11 (X5 POSTS)**

STIPEND : R74 099 per annum

CENTRE : Head Office Pretoria

REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Development.

ENQUIRIES : Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980

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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	: One post will be earmarked for a person with a disability.
<u>POST 26/93</u>	: <u>INTERNSHIP PROGRAMME: RECRUITMENT AND SELECTION REF NO: 290701/12 (X3 POSTS)</u>
<u>STIPEND</u>	: R74 099 per annum
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: Study Field: National Diploma or Degree in Human Resource Management.
<u>ENQUIRIES</u>	: Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	: 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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	: One post will be earmarked for a person with a disability.
<u>POST 26/94</u>	: <u>INTERNSHIP PROGRAMME: LEARNING ACADEMY REF NO: 290701/13 (X2 POSTS)</u>
<u>STIPEND</u>	: R74 099 per annum
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: Study Field: National Diploma or Degree in Human Resource Development/Management of Training/Public Administration.
<u>ENQUIRIES</u>	: Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	: 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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	: One post will be earmarked for a person with a disability.
<u>POST 26/95</u>	: <u>INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: 290701/14 (X3 POSTS)</u>
<u>STIPEND</u>	: R74 099 per annum
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: Study Field: National Diploma or Degree in Information Technology or relevant study field.
<u>ENQUIRIES</u>	: Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	: 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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	: One post will be earmarked for a person with a disability.
<u>POST 26/96</u>	: <u>INTERNSHIP PROGRAMME: FINANCE REF NO: 290701/15 (X4 POSTS)</u>
<u>STIPEND</u>	: R74 099 per annum
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: Study Field: National Diploma or Degree in Finance/Accounting.
<u>ENQUIRIES</u>	: Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	: 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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	: One post will be earmarked for a person with a disability.
<u>POST 26/97</u>	: <u>INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: 290701/16 (X4 POSTS)</u>
<u>STIPEND</u>	: R74 099 per annum
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: Study Field: LLB Degree/BCom Law or equivalent Degree in Law.

<u>ENQUIRIES</u>	:	Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	:	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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/98</u>	:	<u>INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 290701/17 (X2 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Logistics/Supply Chain Management/Asset Management.
<u>ENQUIRIES</u>	:	Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	:	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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/99</u>	:	<u>INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: 290701/18 (X5 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Internal Audit.
<u>ENQUIRIES</u>	:	Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	:	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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/100</u>	:	<u>INTERNSHIP PROGRAMME: WATER POLICY REF NO: 290701/19 (X5 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Public Policy/Development Studies/Political Sciences/Environmental Science.
<u>ENQUIRIES</u>	:	Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	:	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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/101</u>	:	<u>INTERNSHIP PROGRAMME: REGULATION REF NO: 290701/20 (X4 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Economics/Business Management/Business Administration/Public Management/Governance Finance.
<u>ENQUIRIES</u>	:	Recruitment and Selection Unit Tel No: Ms Tau 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bapela Tel No: 012 336 8980
<u>APPLICATIONS</u>	:	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 Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/102</u>	:	<u>INTERNSHIP PROGRAMME: GAUTENG REF NO: 290701/21 (X4 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Pretoria
<u>ENQUIRIES APPLICATIONS</u>	:	Study Field: National Diploma or Degree in HRM/Finance/Information Technology/Communication/HRD/Labour Relations. Mr. P.S Nevhorwa Tel No: 012 392 1324 Gauteng (Pretoria): Please forward your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor, Pretoria.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/103</u>	:	<u>INTERNSHIP PROGRAMME: LIMPOPO REF NO: 290701/22 (X9 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R74 099 per annum Polokwane
<u>ENQUIRIES APPLICATIONS</u>	:	Study Field: National Diploma or Degree in Information Technology/ HRM/ Finance/HRD/Public Administration/Labour Relations/Communication/Monitoring and Evaluation. Mr. M.P Makgakga, Tel No: 015 290 1386 Limpopo (Polokwane): Please forward your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner of Thabo Mbeki & Joubert Streets, Azmo Place Building (Registry Office 4th floor)
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/104</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 290701/23 (X9 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R74 099 per annum Mbombela
<u>ENQUIRIES APPLICATIONS</u>	:	Study Field: National Diploma or Degree in Information Technology/ Finance/Public Administration/Law/Communications/Supply Chain Management/Human Resources Management. Ms F Mkhwanazi Tel No: 013 759 7515 Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259 Mbombela, 1200 or hand deliver at Prorom Building, Corner of Brown and Paul Kruger Streets, Mbombela.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/105</u>	:	<u>INTERNSHIP PROGRAMME: FREE STATE REF NO: 290701/24 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R74 099 per annum Bloemfontein
<u>ENQUIRIES APPLICATIONS</u>	:	Study Field: National Diploma or Degree in Financial Management/Internal Audit/Forensic Auditing/Risk Management/Accounting. Ms L Wymers Tel No: 051 405 9000 Free State (Bloemfontein): Please forward your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X528 Bloemfontein. 9300 or hand deliver at 2nd floor, Bloem Plaza, Corner of East burger and Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/106</u>	:	<u>INTERNSHIP PROGRAMME: KWA-ZULU NATAL REF NO: 290701/25 (X9 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R74 099 per annum Durban
<u>ENQUIRES APPLICATIONS</u>	:	Study Field: National Diploma or Degree in Information Technology/Financial Management/Supply Chain Management/Human Resource Management/Public Management/Administration. Ms S Mbongwa Tel No: 031 336 2700 Kwa-Zulu Natal (Durban): Please forward your application quoting the reference number to: The Department of Water and Sanitation, P O Box 54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.

<u>POST 26/107</u>	:	<u>INTERNSHIP PROGRAMME: EASTERN CAPE REF NO: 290701/26 (X9 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Human Resources Management/Finance/Information Technology/Law/Public Administration/Supply Chain Management/Communications.
<u>ENQUIRIES</u>	:	Mr MP Zenzile Tel No. 043 604 5528
<u>APPLICATIONS</u>	:	Eastern Cape (King Williams Town): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No.2 Hargreaves Avenue, King Williams Town.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/108</u>	:	<u>INTERNSHIP PROGRAMME: WESTERN CAPE REF NO: 290701/27 (X9 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Information Technology/Human Resources Management/Supply Chain Management/Communication/Public Administration/Finance.
<u>ENQUIRES</u>	:	Mr. B. Saki Tel No: 021 941 6018
<u>APPLICATIONS</u>	:	Western Cape (Bellville): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blackenberg Road, Bellville.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.
<u>POST 26/109</u>	:	<u>INTERNSHIP PROGRAMME: NORTH WEST REF NO: 290701/28 (X6 POSTS)</u>
<u>STIPEND</u>	:	R74 099 per annum
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Study Field: National Diploma or Degree in Information Technology/Human Resources Management/Supply Chain Management/Communication/Public Administration/Finance.
<u>ENQUIRES</u>	:	Mr. MJ Ntwe at 082 657 4685
<u>APPLICATIONS</u>	:	North-West (Mmabatho): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X5, Mmabatho 2735 or hand deliver to Mega City Shopping Centre, Corner Dr.James Moroka Drive and Sekame Road, Unit 99 Ground Floor.
<u>NOTE</u>	:	One post will be earmarked for a person with a disability.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

APPLICATIONS

: Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

Bhisho, Head Office – Post to: Recruitment & Selection Sub Directorate, Private Bag X0038, Bhisho, 5605 or hand deliver to: Recruitment & Selection Sub Directorate, Office D53, 1st Floor, UIF Building, Bhisho, 5605. Enquiries: Mr AV Gonyela Tel no: 040 608 1602/5/6/10

Komani Psychiatric Hospital - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

Alfred Nzo District Office - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700: Enquiries Mr K Praim Tel no 039 797 6070.

Jansenville Hospital-Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

Amathole District Office - Post to: HR Office, Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Bhisho Hospital - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn Tel no Qegu Tel No 040 635 2950/5.

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

Aberdeen Hospital - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Mr S.M. Magxiva Tel: 049 846 0391

Indwe Hospital- Post to: Human Resource, Indwe Hospital, Greham Street, Indwe, PO Box 5 or Hand Deliver to: Indwe 5445 Greham Street. Enquiries: Ms C Gouws Tel 045 954 5500/01

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631.

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

Tower Psychiatric Hospital – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel no 046 645 5008

Tafalofefe Hospital – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Ms V. Motebele Tel no 047 498 0026.

Butterworth Hospital - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Mt Ayliff Hospital - Post to: HR Office, Private Bag X504, Mt Ayliff Hospital, Mt Ayliff, 4735 or hand delivery to: HR Office, No.8 Ntsizwa Street Mt Ayliff Hospital, Mount Ayliff ,4735 Enquires: Mrs O Mjoka Tel: 039 254 0236.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063, Queenstown, 5320 or Hand Delivery to: HR Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Street, Queenstown, 5320. Enquiries: Ms P Marongo Tel No. 045 808 4272.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand deliver to: HR Office, Nessie Knight Hospital, Sulenkama Admin Area, Qumbu, 5180. Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805/2/3

Makana Sub- District - Post to: HR Office, Makana Sub- District Private Bag X 1023 Grahamstown 6140 or hand deliver to: HR Office, Makana Sub District, 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel no 046 622 4901.

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mrs Phillips Tel no 042 200 4214.

SS Gida Hospital - Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040- 658 0043.

Senqu Sub-District - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr L Solomane Tel no: 051 633 9617.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel no 047 531 0823.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries:Tel 047 502 9000.

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel no: 047 568 8291/2/3

Uitenhage Provincial Hospital - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel no: 041 995 1129.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262.

Humansdorp Hospital - Post to: HR Office, Humansdorp Hospital, Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street, Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel no 042 200 4279/236.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana – Tel no 047 874 0111.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel no 047 877 0931.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mnquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Fort England Psychiatric Hospital – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel no 046 602 2300.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739.

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms N Jaceni Tel no 043 708 1719/1700

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Lady Grey Hospital - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093/0115.

Maluti Sub District - Post to The Human Resource Manager, Maluti College of Education, PO Box 63, Maluti, 4740 Enquiries: R Kok Tel no 039 256 0518/0519.

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028.

Elundini Sub District – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel no 039 257 2400.

Jamestown Hospital – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel no: 039 257 0099.

Aliwal North Hospital – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel no 051 633 7700.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel no: 044 923 1127

Andries Vosloo Hospital - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

Cloete Joubert Hospital - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091/072 791 6506.

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital, Sterkspruit, 9762. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand delivery: HR Office, 1 Henning Street, Steynsburg Hospital, Steynsburg, 5920. Enquiries: Mrs Mfanekiso Tel no 048 884 0241

CLOSING DATE

NOTE

: 29 July 2022

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/> The system

is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: FOR TECHNICAL GLITCHES ONLY – NO CVs). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address.

OTHER POSTS

POST 26/110 : **DEPUTY DIRECTOR: HR POLICIES & PRACTICES REF NO: ECHEALTH/DD-HRPP/HO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum, (an all-inclusive package)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Human Resource Management, Social Sciences or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Sound and thorough knowledge and understanding of legal and policy framework regulating Public Service employment practices and related human resource management and development functions. Up to date with a range of applicable collective bargaining agreements and general trends in human resources in the general and public health in particular. Ability to lead teams and motivate people in a highly pressurized environment. Ability to lead change and negotiate during conflict. Excellent communication and interpersonal skills. And an ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES : Development of departmental HR Policies in line with public service prescripts, collective agreements and best practice. Render strategic advisory services to management and staff on HR policies, practices and related aspects. Facilitate development of standard operating procedures in line with approved HR policies and general public service prescripts. Monitoring, evaluation and reporting on implementation/compliance with HR policies, collective agreements and general public service prescripts. HRM Audit Controller, Oversee the HR Audit and coordinate management responses and accountability for the component in general including financial, human, physical and other resources attached thereto.

ENQUIRIES : Ms B Caga Tel No: 040 608 1210
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/111 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: ECHEALTH/DD-OD/HO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), (an all-inclusive package)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) /Preferably Degree as recognised by SAQA in Human Resource Management/Management Services/Industrial Psychology coupled with 5 years' experience of which 3 years must be at Assistant Director Level in the Organisational Development. Knowledge of Organisational design, Work study and Job evaluation. Skills: Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and analysis. Attributes: Honesty and integrity, Professionalism, Self – driven and Team work. Good communication skills (written and verbal skills). A valid driver's licence.

DUTIES : Provision of organisation wide service delivery initiatives. Provide consulting services to map operational and services delivery processes and activities with a view to identify alternative and cost effective solutions for the delivery of services. Facilitate development of service delivery model of the department. Analyse and conduct business process mapping and facilitate development of standard operating procedures. Develop and implement models on business efficiency and optimization. Assist in the design and implementation of change management strategy and plan either at organisation wide level, district, branch and or component level. Provide technical input and support for the development and maintenance of organisational and post establishment structure in line with imperatives set by the strategic plan. Provide technical advice on the alignment of the organisational structure with the mandate and strategy of the department. Design organisational and structural model(s) optimally supporting delivery on the department's strategic objectives. Analyse the departments strategic plan and develops proposals for an appropriate organisational and post establishment structure. Conduct functional analysis of the mandates of the department and apply best management systems to define departmental roles and responsibilities. Recommend allocation of posts and the

total number of posts on the establishment of the department through work study investigation and other work loading techniques. Facilitate and enable prescribed and other consultation processes for the adoption of proposed changes to the organisational structure. Maintain the paper based and electronic record of the department's approved organisational and post establishment structure. Provide and supervise the provisioning of job evaluation services. Develop and maintain the department's policy framework on Job Descriptions and maintain adherence to Provincial JE Policy. Administer the central inventory of Job Descriptions and facilitate their regular updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Conduct research on the content of posts allocated for evaluation. In line with CJEQAC and PJEP Plan job evaluation process and identify interviewees for the analysis of posts allocated (prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and based on research and content of completed questionnaire develop an interview strategy. Conduct job evaluation interviews. Present job analysis results to the Central Job Evaluation Quality Assurance Committees and relevant Panels. Develop submission to the Executing Authority to obtain approval for the recommendations of the PJEP. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

**ENQUIRIES
NOTE**

: Mr L Finini Tel No: 040 608 9534/9510
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/112

: **DEPUTY DIRECTOR: INFORMATION MANAGEMENT (DHIS) REF NO: ECHEALTH/DD-DHIS/AMADO/ARP/01/07/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Amathole District Office
: National Senior Certificate, National Diploma/ NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Information Science/ Information studies, Health Informatics or relevant qualification coupled with 5 years' experience of which 3 years must be at Assistant Director level in the collection, preparation, analysis, interpretation, utilization of data and management of information. Competencies: Have an insight of the District Health Information Systems. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g. promotion of access to information act (PAIR), statistics Act (Act 6 of 1999) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good communication skills. Computer literate and ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES

: Responsible for developing a shared vision and effective strategies to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the district. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Forging strong strategic relationships with strategic partners and local communities. In collaboration with the Manager: Administration, drive the implementation of the DHIS Standing Operational Procedures, in an iterative manner, to progressively improve the quality and timely availability of DHIS data. Ensure that data from District hospitals is captured on DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Co-ordinate data collection efforts of partner organisations, such that all data is centrally available to the District and beyond. Ensure full access to data stored on third-party systems, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the use of information for decision-making at facility level. Establish protocols for the production of reports at, or dissemination of reports to, facility level. Train facility operational managers on the interpretation and use of reports. Visit facilities on rotational basis to monitor data quality and use of information

for decision-making. Collate requirements for additional/modified reports, and forward to Provincial/National Department. Represent the District at all fora dealing with data gathering or information use. Produce monthly and quarterly reports of strategic information for DHMT. Directly, or through the Manager: M&E (as applicable), plan and execute regular and ad hoc M&E activities. Prepare annual budget for activities not funded via normal channels, and additional equipment, if required. Responsible for allocated fixed assets.

ENQUIRIES : Ms N Nene Tel No: 043 707 6748

POST 26/113 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: ECHEALTH/DDHRM&D/AMADO/APL/01/07/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
CENTRE : Amathole District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Human Resources Management, Public Administration or relevant qualification with 5 years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's licence.

DUTIES : Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan), Leave administration, Remuneration & service benefits, Employee relations, wellness and training and development, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behaviour /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turn-around times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce.

ENQUIRIES : Ms N Nene Tel No: 043 707 6748.

POST 26/114 : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/AFDO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum, (an all-inclusive package)
CENTRE : Alfred Nzo District Office
REQUIREMENTS : National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

ENQUIRIES : Ms N Mtonjana Tel No: 039 797 6000

<u>POST 26/115</u>	:	<u>DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/NMMDO/ARP/01/07/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Nelson Mandela Metro District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.
<u>DUTIES</u>	:	Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.
<u>ENQUIRIES</u>	:	Ms C Jagers Tel No: 041 391 8164
<u>POST 26/116</u>	:	<u>DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/JQDO/ARP/01/07/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Joe Gqabi District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.
<u>DUTIES</u>	:	Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<u>POST 26/117</u>	:	<u>DEPUTY DIRECTOR: MONITORING & EVALUATION (TB & HIV) REF NO: ECHEALTH/DD-M&E/HO/01/07/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or related qualification coupled with 5 years' experience in in HIV/AIDS, TB and STI programme management of which three (3) years must be at Assistant Director level. Postgraduate Diploma in public health sciences, health information sciences, nursing science, social sciences or statistics. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Competencies; Thinking analytically

and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code B driver's licence.

DUTIES

: Coordinate support to districts and implementing partners through coordinating weekly and monthly review nerve centre meetings of HAST indicator performance, identifying gaps, analyzing and addressing bottlenecks towards reaching the provincial strategic goals and targets for HAST programs. Review data submitted from districts and follow up with districts on delays or non-submission. Identify poor performing districts and provide feedback to the districts on performance and action items. In collaboration with support partner consolidate best practices and tools across districts and partners for policy recommendations and scale across the province. In collaboration with the EC PDoH and Regional Training Centre, identify training needs and strengthen the capacity of District Managers, Operational Managers and health care workers (HCWs) including training of district staff on indicators and data management. Coordinate development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Quarterly and annual Financial and Non-financial reports preparation and submission. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

ENQUIRIES

NOTE

: Mr X Somahela Tel No: 083 378 1115
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/118

: **DEPUTY DIRECTOR: CARE AND SUPPORT REF NO: ECHEALTH/DD-CS/HO/01/07/2022**

SALARY

CENTRE

REQUIREMENTS

: R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 years must have been at an Assistant Director level within the HIV Management environment. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES

: To provide functional and operational leadership for the Care and Support services in the HIV & AIDS and STIS and TB Directorate. To ensure reduction of HIV/AIDS and TB Morbidity and Mortality as well as its socioeconomic impacts by providing models of appropriate packages of care and support to HIV and TB positive people and their families through districts, sub-districts and NPOs support; To enhance effective and sound health planning, administration, management, monitoring and evaluation including equitable and efficient allocation of resources to districts/sub-districts and NPOs eligible for funding. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Provide technical guidance and oversight in the design, implementation, and evaluation of Care and Treatment program. HIV prevention programmes and behaviour change communication interventions and HIV services. Coordinate delivery of Care and Treatment services, documentation and data capture and reporting. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional

Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

ENQUIRIES
NOTE

: Mr X Somahela Tel No: 083 378 1115
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/119

: **DEPUTY DIRECTOR: HIV/AIDS, STIS & TB (X2 POSTS)**

SALARY
CENTRE

: R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Chris Hani District Ref No: ECHEALTH/DD-HAST/CHD/01/07/2022 (X1 Post)
OR Tambo District Ref No: ECHEALTH/DD-HAST/ORTD/01/07/2022 (X1Post)

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES

: Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

<u>ENQUIRIES</u>	:	Mr. X. Somahela Tel No: 083 378 1115
<u>POST 26/120</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: ECHEALTH/ASD-SB/HO/APL/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL 7/8) in the human resource administration environment. Knowledge of Public Service Act, Public Service Regulations and other relevant prescripts. Knowledge of PERSAL system. Ability to interpret HR Policies and decisions. The candidate must possess good planning, coordination and communication skills. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration: Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with PERSAL. Conduct workshops on Leave management. Facilitate the processing of Service benefits: Align Long service award list with PERSAL. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES NOTE</u>	:	Ms T Nqumashe Tel No: 040 608 1625/1613 Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/121</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: ECHEALTH/ASD-RS/HO/ARP/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL 7/8) in the human resource administration environment. Knowledge of Public Service Act, Public Service Regulations and other relevant prescripts. Knowledge of PERSAL system. Ability to interpret HR Policies and decisions. The candidate must possess good planning, coordination and communication skills. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.
<u>DUTIES</u>	:	Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage and provide professional advice to line functions on the Recruitment & Selection policies, systems, regulations, guidelines and other relevant prescripts. Advise management on the best Recruitment practices and directives by DPSA. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Administer personnel suitability checks. Facilitate competency assessments and advise management on outcomes. Assist in the monitoring, evaluation and reporting on the implementation of the Annual Recruitment Plan. Provide monthly reports and assist with management reports. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to

staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
NOTE

: Ms K Livi Tel No: 040 608 1236
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/122

: **ASSISTANT DIRECTOR: PERSAL MANAGEMENT REF NO: ECHEALTH/ASD-PERSM/HO/APL/01/07/2022**

SALARY
CENTRE
REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL 7/8). Knowledge of Public Service Act, Public Service Regulations and other relevant prescripts. Knowledge PERSAL system. Ability to interpret HR Policies and decisions. Knowledge of Departmental core business and Public Service Legislation, Regulations and Policies. Knowledge in the application of Public Health and PERSAL policies. The candidate must possess: training in ethics, ability to collect and collate data demonstrate an ability to apply health for planning and work under pressure, continuous and ethical behaviour. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES

: Implement policies relating to PERSAL. Establish a well –trained PERSAL User Group in the department. Analyse the training situation and identify training needs in conjunction with Office Managers. Draw a schedule of PERSAL training courses. Render PERSAL support functions to users of the system. Assist users in organisational structures, personnel administration, salary related aspects, sub-system problems, management information and guide users on HR directives. Maintain the organisational and establishment structures on the PERSAL. Keep up the departmental code files, organisational structures and establishment structures on the PERSAL. Ensure that components are correctly linked to one another. Implement measures to ensure correct interfacing of HR expenditure to the BAS system. Ensure that central code files are kept up to date to meet the requirements of the department of Health in the Eastern Cape. Maintain an effective and efficient pay point management system and management thereof.

ENQUIRIES
NOTE

: Mr HT Ramcwana Tel No: 040 608 1953
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/123

: **OFFICE MANAGER: CHIEF INFORMATION OFFICER REF NO: ECHEALTH/OFM-CIO/HO/APL/01/07/2022**

SALARY
CENTRE
REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: An undergraduate qualification (NQF Level 6) as recognized in Office Administration/ Public Administration or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8). Knowledge of PFMA and Treasury Regulations. Excellent communication and presentation skills, Report writing and facilitation skills, Coordinating and liaison skills, Computer Literacy especially Excel, Word and PowerPoint, Good interpersonal relations, innovation and creativity, Ability to solve problems. Ability to work under pressure and beyond normal working hours in order to meet deadlines. Ability to interact with internal and external stakeholders of the Chief Directorate and Department. A valid driver's licence.

DUTIES

: Provide leadership and an oversight role in the activities of the Office. Manage and coordinate administrative activities or tasks. Manage the Chief Information Officer diary and year planner. Manage, organize, distribute and track correspondence of the Office. Organize the Chief Information Officer's office environment. Maintain an effective filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the CIO. Monitor effective utilization of human, financial and physical resource in the office. Manage and Coordinate procurement, tracking of payments and budgetary processes. Coordinate Planning process, leave management and general office administration of the DDG HR & CS. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the

		organization of the CIO's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Information Officer.
<u>ENQUIRIES</u>	:	Ms Gumede Tel No: 040 608 1197
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/124</u>	:	<u>ASSISTANT DIRECTOR: SHARED CONTACT CENTRE REF NO: ECHEALTH/ASD-SCC/HO/ARP/01/07/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF 6/7) in Public Administration/Call Centre Management/Social Sciences/Psychology/ or relevant qualification with at least 5 years' appropriate experience of which 3 years must be at supervisory level (SL7&8) in a Call Centre Environment/Customer Care. A good understanding of government policies, M&E and complaints process flow. Competencies/Skills: The ideal candidate should have the following skills: report writing skills, good interpersonal skills, people management, change management, conflict management, customer focus and responsiveness, planning and organizing, communication, presentation and Interpersonal skills sound knowledge of the Microsoft Office suite (including excel and Power Point), CRM, Mitel, should produce good quality of work, be reliable and take initiative. Should be flexible and have the ability to work with the team. Personal attributes: The incumbent must be assertive and self-driven, client orientated customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for the supervision of contact centre operations. Will facilitate complaints process flow, provide complaints management support to ensure complaints resolution and redress. Provide and ensure effective monitoring and support of various integrated streams within the Contact Centre. This entails the overseeing of the quality assessment unit and maintaining the set standards for all complaints and queries logged. Maintaining and update the classification categories and systems used by the Shared Contact Centre. Ensure that complaints and queries are addressed in line with the standards procedures and facilitate updated training for call centre staff. Keep updated records and prepare reports as required by management. The incumbent will be responsible to coordinate, monitor, oversee and or provide administrative support services to the Shared Contact Centre.
<u>ENQUIRIES</u>	:	Mr Ntlube Tel No: 043 711 0699
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/125</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: ECHEALTH/ASD-FIN/FEPPH/ARP/01/07/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Chris Hani District, Komani Psychiatric Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns

and projections. Manage all people management (effective leadership) related functions within the component.

ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400

POST 26/126 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: ECHEALTH/ASD-RM/HO/APL/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognised by SAQA in Archives and Records Management, Information Management, Information Technology, Public Management or equivalent qualification coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7&8). Proven experience in the field of Records Management. Extensive Knowledge of Regulations of both the National and Provincial Archives and Records Management Services of South Africa Act. Knowledge of the Minimum Information Security Standards Act. Knowledge of Records retention & disposal standards and procedures. Knowledge of PAIA processes. Extensive knowledge of Microsoft Office Applications (Word, Excel, PowerPoint, Outlook, Publisher, Access). Knowledge of Risk Management. Familiarity of e-Liability Register of the department will be an advantage. Competencies: Planning & organising, Coordination, Problem solving & decision making, Information Management, People management & empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written). A valid driver's license.

DUTIES : Develop, implement and maintain policies, procedures and manuals related to the management of records. Develop and maintain records filing system and retention schedule for the department. Manage department's registry services. Coordinate records management services of the department. Facilitate records management training for departmental officials. Manage records digitisation projects within the department. Appraise electronic records systems of the department.

ENQUIRIES : Ms N Maseko Tel No: 040 608 1141
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/127 : **ASSISTANT DIRECTOR: SALARIES REF NO: ECHEALTH/ASD-SALA/HO/APL/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQ in Commerce/Financial Accounting/ Financial Management/ Public Finance or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8) in Salary Administration Section. Competencies: Must have working knowledge of Government Financial System i.e. Basic Accounting System (BAS) and PERSAL system. Good writing, communication and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Report writing skills, proven interpersonal skills and excellent financial management skills.

DUTIES : Check and authorize all salary related transactions on salary system: Supervise the receiving and recording to ensure all required documents from HR department. Ensure submission of documents to Internal Control Unit for compliance checking. Prepare BAS payments: Check payment advice. Check and verify banking details before payment. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run. Store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects no outstanding amounts and submit to Senior State Accountant. Manage area of responsibility. Perform PERSAL Salary Controller Functions.

ENQUIRIES : Mr. H Versfeld Tel No: 040 608 1033/1090
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/128 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/ASD-HRM/CDDO/APL/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Chris Hani District Office
REQUIREMENTS :

National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8). Knowledge of PERSAL system. Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives, Departmental recruitment and selection policy. Departmental Employment Equity Plan. Department Human Resource delegations. Government policies and planning systems. Information management. Performance management. Batho Pele Revitalization Strategy. Ability to interpret HR Policies and decisions. The candidate must possess good planning, coordination and communication skills. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES : Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Liaise with relevant structures for validation of qualifications. Facilitate the screening and vetting of applicants before they are appointed. Administer signing and issuing of appointment letters. Administer assumption of duty. Administer probationary processes and confirmations of appointment. Administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration: Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with PERSAL. Compile PILLAR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits: Align Long service award list with PERSAL. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files. Provide technical and administrative support for the provisioning of employee relation services. Facilitate and supervise the administering of PMDS and Skills Development in the District. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 26/129 : **REGIONAL MENTOR COORDINATOR REF NO: ECHEALTH/REGMC/HO/ARP/01/07/2022 (X4 POSTS)**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Regional Training Centre, Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in a Health qualification with registration with relevant professional council. Certificate/Diploma/Degree Primary Health Care with education, facilitation, assessor and moderation skills being an added advantage. Post graduate

Certificate/Diploma/Degree in HIV & TB management and General Health Programs will be advantageous. Minimum 5 years' experience in a training and facilitation role in an HIV/Aids STI and TB management and General Health Programs environment. A proven track record in interactive and didactic training is essential. A Driver's licence and willingness to travel is also essential.

DUTIES

: Provide clinical mentoring, in-service training and professional development of health workers in all Clinical Trainings through dissemination, adaptation and regular review of standardized policies, care guidelines, protocols and tools for all clinical programs implemented at all levels of care; Dissemination and adaptation and regular review of standardization care protocols and tools for common clinical care programs implemented at all levels of care. Facilitate implementation of a system demonstrating optimal comprehensive clinical care and referral system, providing care at all levels from home-based care for patients to all levels of care including Tertiary services, with ongoing monitoring of quality of clinical care. Coaching and mentoring of clinicians after training including community service nurses. Providing systems strengthening to all levels of care through performance improvement methodologies. Initiate and implement learning opportunities seminars and sessions for teams of health workers in clinical care and monitoring. Establish linkages with other inpatient and outpatient care, community home-based care services, primary care services and ensure integrated, coordinated clinical care. Providing systems strengthening through outreach visits with ECDOH RTC teams at all levels of care. Provide comprehensive site reports of activities including observation that may need further interventions from other stake holders. Establish linkages with the Department of Health and with, other inpatient and outpatient care, primary care and community home-based care services and ensure integrated, coordinated clinical care and initiate operational research reports to Clinical Regional Training Coordinator.

ENQUIRIES

NOTE

: Dr N Jaxa Tel No: 063 257 0151
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/130

: **ASSISTANT DIRECTOR: ANTI - RETROVIRAL TREATMENT (ART) REF NO: ECHEALTH/ASD-TRT/HO/ARP/01/07/2022 (X2 POSTS)**

SALARY

CENTRE

REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing and registration with the South African Nursing Council coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in management of comprehensive HIV&AIDS programmes and an understanding of current clinical guidelines for management of HIV&AIDS in South Africa. Diploma in HIV management will be an added advantage. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code B driver's licence.

DUTIES

: Responsible to support implementation of comprehensive management of the Ante Retroviral treatment in the province to reduce mortality and morbidity due to HIV and AIDS. Ensure ART drug availability in all facilities, Hospitals and Mobile Units. Ensure equitable access to quality HIV/AIDS Diagnostic, Treatment and care service. Ensuring that monitoring and evaluation of the ART Programme is strengthened at all levels with weekly, monthly and quarterly catch up plans and reporting. Supports evidence-based planning through data analysis and interprets epidemiological data to provide guidance on replication of best practices in HIV/AIDS care and treatment, as appropriate in the local context in alignment with guidelines and program priorities. Collaborate with and offer effective direct oversight to all developmental partners supporting treatment program. To ensure improved access to ART and increase uptake of Paediatric ART. Being involved in development of the ART programme business plan, and other plans as required in the provincial HIV&AIDS Directorate and in the department (Organisational skills both internal and district focused.) Prepares monthly, quarterly

reports as required including analysis and interpretation of DHIS program spreadsheets. Work with all stakeholders to facilitate standardized training of providers on ART treatment and management. Facilitate dissemination of new and existing program policies and works with the Regional Training Centre when necessary. Performs administrative functions in the department including supervision and guidance of lower categories of administrative personnel.

**ENQUIRIES
NOTE**

: Mr S.Kwesaba Tel No: 040 608 1754
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/131

: **ASSISTANT DIRECTOR: HIV TESTING SERVICES REF NO: ECHEALTH/ASD-HTS/HO/ARP/01/07/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of HIV Counselling and testing services related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HIV Testing Services, PMTCT and TB-HIV integration. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES

: Oversee the implementation of all HTS modalities at both facility and community level. Ensure adherence of HTS service delivery with the Ministry of Health National Guidelines. Ensure systems for good referral and linkage of HIV positive clients to HIV care and treatment services are in place. Facilitate Implementation of innovative HTS service delivery strategies. Anticipate implementation challenges and take effective corrective measures as required. Support implementation of the Rapid Test Quality Improvement Initiative at sub-District & facility level. Support and oversee the implementation of index testing and other high yield strategies for improving testing uptake. Identify critical stakeholders and establish working relationships. Manage team of lay counsellors and counsellor mentors and ensure efficient project delivery. Submit monthly and quarterly reports to line manager, and other reports as required. Participate in management, sub-District and other meetings as required. Maintain effective working relationships with Senior Management and other managers at all levels. Communicate effectively with all external stakeholders such as donors, National Department of Health (NDoH), media, medical and academic institutions, community, and other partner organisations. Assist with the recruitment, training and management of lay counsellors. Contribute to the strategic plan of the district & sub-districts. Facilitate Implementation of IQC and PT schemes. Asset Management & Inventory Management. Anticipate any operational challenges and potential solutions. Manage district HTS achievements against set targets: i.e. by modality.

**ENQUIRIES
NOTE**

: Mrs. L. Lunyawo Tel No: 040 608 1752
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/132

: **ASSISTANT DIRECTOR: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT) REF NO: ECHEALTH/ASD-PMTCT/HO/ARP/01/07/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of HIV Counselling and testing services related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HIV Testing Services, PMTCT and TB-HIV integration. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

<u>DUTIES</u>	:	Facilitate strategies that seeks to promote prevention of HIV from the infected mother to the unborn of newly born child. This includes initiatives to prevent unwanted pregnancy and sexual transmitted diseases on young women. Liaise with National Department of Health, District and Sub-Districts to ensure effective PMTCT program implementation; Facilitate, prepare Business Plans for the PMTCT program; Compile and submit reports, monthly and quarterly. Facilitate in integration between PMTCT program with other Primary Health Care Programs (MCWH). Ensure availability and monitor essential commodities. Support the coordination of PMTCT coordinating mechanism (HAST meetings) at Provincial, District ad Sub-District levels. Facilitate the availability of information, education, including education peer educational and youth specific education material. To facilitate the implementation of campaigns for social and behaviour change to ensure high levels of awareness about sexual assault. To maintain partnership with key stakeholders including donors. Communicate effectively with all external stakeholders such as donors, National Department of Health (NDoH), media, medical and academic institutions, community, and other partner organisations.
<u>ENQUIRIES</u>	:	Mrs. L. Lunyawo Tel No: 040 608 1752
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/133</u>	:	<u>ASSISTANT DIRECTOR: NON-GOVERNMENTAL ORGANIZATION MONITORING (X3 POSTS)</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Amathole District Ref No: ECHEALTH/ASD-NGOC/AMAT/ARP/01/07/2022 (X1 Post) Buffalo City Metro Ref No: ECHEALTH/ASD-NGOC/BCM/ARP/01/07/2022 (X1 Post) Sarah Baartman District Ref No: ECHEALTH/ASD-NGOC/SBD/ARP/01/07/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public Health, Community Development, Project Management or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in the health management or development sectors Experience of working with NGOs, Project Management & Community Outreach projects. Sound knowledge and experience of PFMA and Public Service Regulations. Core Competencies: Understanding of Monitoring & Evaluation of HIV&AIDS&STIs related activities. Facilitation, Communication skills and Health information knowledge. Data collection, data Collation & data Analysis and Report writing. Government Procurement processes. Ability to work with people, observe Batho Pele Principles and work well with teams. Previous exposure to projects planning or/and project management. Computer literacy in MS Word, Power Point and Excel and any other relevant computer programmes as may deem necessary for Monitoring & Evaluation processes. A valid driver's licence.
<u>DUTIES</u>	:	Identify & mobilise Non-Governmental Organisations for the District and develop a data base of NGOs/ CBOs in your District. Coordinate & strengthen NGOs providing HIV&AIDS and STIs related programs in each District. Cooperate with relevant Coordinators to conduct Home/ Community Based needs analysis in each District. Facilitate and monitor NGOs contract /Service Level Agreements by monitoring activities provided by NGOs /CBOs, monitoring sound budget expenditure and accounting procedures for all funded NGOs to ensure compliance with the PFMA and regulations. Facilitate and monitor capacity building programmes (Mentoring programme) for the CBOs. Collate and Analyse NGOs' monthly, quarterly and annual data in order to produce a meaningful report. Submit reports to District Managers and Head Office as required. Support Capacity Building initiatives for CBOs. Assist in work -shopping and disseminating Guidelines to NGOs and CBOs in your District.
<u>ENQUIRIES</u>	:	Mr S Kwesaba Tel No: 040 608 1754
<u>POST 26/134</u>	:	<u>ASSISTANT DIRECTOR: TB HOSPITALS REF NO: ECHEALTH/ASD-TBH/HO/ARP/01/07/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing and registration with the South African Nursing Council coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in management in TB/HIV programs. Knowledge and experience in PFMA and Public Health Act and related prescripts. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels).

Good supervisory skills. Have a basic functional knowledge of the District Health Information management systems including TB/HIV Integrated information systems – (THIS) and EDRWEB .net system. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

<u>DUTIES</u>	:	Responsible to support implementation of comprehensive management of the DS-TB and DR-TB in the sub-district to reduce mortality and morbidity due to HIV and AIDS. Monitor clinical health care services to ensure quality care in TB Hospitals and conduct clinical and financial audits. Ensure TB drug availability in all facilities, Hospitals and Mobile Units. Ensure equitable access to quality HIV/AIDS Diagnostic, Treatment and care service. Ensuring that monitoring and evaluation of the ART Programme is strengthened at all levels with weekly, monthly and quarterly catch up plans and reporting. Supports evidence-based planning through data analysis and interprets epidemiological data to provide guidance on replication of best practices in HIV/AIDS care and treatment, as appropriate in the local context in alignment with guidelines and program priorities. Collaborate with and offer effective direct oversight to all developmental partners supporting treatment program. To ensure improved access to ART and increase uptake of Paediatric ART. Assist in development of the HAST programme business plan, and other plans as required in the provincial HAST Directorate and in the department (Organisational skills both internal and district focused.) Prepares monthly, quarterly reports as required including analysis and interpretation of DHIS program spreadsheets. Work with all stakeholders to facilitate standardized training of providers on TB treatment and management. Facilitate dissemination of new and existing program policies and works with the Regional Training Centre when necessary. Performs administrative functions in the department including supervision and guidance of lower categories of administrative personnel.
<u>ENQUIRIES</u>	:	Mr X Somahela Tel No: 083 378 1115
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 26/135 : **ASSISTANT DIRECTOR: PREVENTION (X7 POSTS)**

<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo District Ref No: ECHEALTH/ASD-PRVT/ANZO/ARP/01/07/2022 (X1 Post) Amathole District Ref No: ECHEALTH/ASD-PRVT/AMAT/ARP/01/07/2022 (X1 Post) Buffalo City Metro Ref No: ECHEALTH/ASD-PRVT/BCM/ARP/01/07/2022 (X1 Post) Chris Hani District Ref No: ECHEALTH/ASD-PRVT/CHD/ARP/01/07/2022 (X1 Post) Joe Gqabi Ref No: ECHEALTH/ASD-PRVT/JGD/ARP/01/07/2022 (X1 Post) OR Tambo District Ref No: ECHEALTH/ASD-PRVT/ORT/ARP/01/07/2022 (X1 Post) Sarah Baartman District Ref No: ECHEALTH/ASD-PRVT/SBD/ARP/01/07/2022 (X1 Post)

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of HIV Counselling and testing services related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HIV Testing Services, PMTCT and TB-HIV integration. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.
----------------------------	---	--

<u>DUTIES</u>	:	Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities.
----------------------	---	--

<u>ENQUIRIES</u>	:	Mrs. L. Lunyawo Tel No: 040 608 1752
<u>POST 26/136</u>	:	<u>TRAINING COORDINATOR REF NO: ECHEALTH/TRC/HO/ARP/01/07/2022 (X8 POSTS)</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Regional Training Centre, Head Office, Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in a Health qualification with registration with relevant professional council. Certificate/Diploma/Degree Primary Health Care with education, facilitation, assessor and moderation skills being an added advantage. Post graduate Certificate/Diploma/Degree in HIV & TB management and General Health Programs will be advantageous. Minimum 5 years' experience in a training and facilitation role in an HIV/Aids STI and TB management and General Health Programs environment. A proven track record in interactive and didactic training is essential. A Driver's licence and willingness to travel is also essential.
<u>DUTIES</u>	:	Develop and implement annual training plan and monitor training calendar. Adapt, implement and monitor the application of clinical care policies at district level. Provide training and professional development of Health workers in all clinical care programs and monitoring through outreach visits with ECDOH RTC teams. Coordinate, facilitate and monitor implementation of training. Facilitate logistic planning for all training programs for the region. Liaise with other trainers for the implementation of the training program. Monitor all stages of training cycle. Monitoring of quality of clinical care through implementation of training. Write and submit training reports after each training. Reports to Clinical Regional Training Coordinator.
<u>ENQUIRIES</u>	:	Dr N Jaxa Tel No: 063 257 0151
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/137</u>	:	<u>CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-HO/APL/01/07/2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management or relevant qualification with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.
<u>DUTIES</u>	:	Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.
<u>ENQUIRIES</u>	:	Mr AV Gonyela Tel No: 040 608 1602
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/138</u>	:	<u>CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-ANZODO/APL/01/07/2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management or relevant qualification with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry

field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

DUTIES : Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

ENQUIRIES : Mr K Praitel Tel No: 039 797 6070

POST 26/139 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF-HO/ARP/01/07/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Mr X Somahela Tel No: 083 378 1115
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/140 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/LIVH/APL/01/07/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.

DUTIES : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft

		services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 26/141</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/LIVHAPL/01/07/2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani District, Frontier Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Ms P Marongo Tel No: 045 808 4272
<u>POST 26/142</u>	:	<u>LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/DRH/APL/01/07/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: 041 406 4421
<u>POST 26/143</u>	:	<u>WARD CLERK REF NO: ECHEALTH/WARC/LIVH/APL/01/07/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 26/144</u>	:	<u>WARD CLERK REF NO: ECHEALTH/WARC/NMAH/APL/01/07/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based

in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 26/145 : **REGISTRY CLERK REF NO. ECHEALTH/RC/MMH/APL/01/07/2022**

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : OR Tambo District, Dr Malizo Mpehle Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.

One (1) year Public Service Internship programme experience will be given preference.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing (electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms Makalima Tel No: 047 542 6300

POST 26/146 : **WARD CLERK REF NO: ECHEALTH/WARC/SETTH/APL/01/07/2022 (X2 POSTS)**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Sarah Baartman District, Settlers Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

<u>ENQUIRIES</u>	:	Ms S Diva Tel No: 046 602 5046
<u>POST 26/147</u>	:	<u>WARD CLERK REF NO: ECHEALTH/WARC/ISIL/APL/01/07/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo District, Isilimela Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<u>ENQUIRIES</u>	:	Ms N Gwiji Tel No: 047 564 2805/2/3
<u>POST 26/148</u>	:	<u>WARD CLERK REF NO: ECHEALTH/WARC/FTH/APL/01/07/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<u>POST 26/149</u>	:	<u>ADMINISTRATION CLERK (PATIENT REGISTRATION & ADMIN) REF NO: ECHEALTH/AC/TOWH/APL/01/06/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Amathole District, Tower Psychiatric Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative

		maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Retrieve information required.
<u>ENQUIRIES</u>	:	Mrs V Whitecross Tel No: 046 645 5008
<u>POST 26/150</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KIRKC-ARP/01/07/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Kouga Sub District, Kirkwood Town Clinic
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mrs Phillips Tel No: 042 200 4214
<u>POST 26/151</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ANGLAC-ARP/01/07/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Makana Sub District, Anglo African Clinic
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms. Qaleni Tel No: 046 622 4901
<u>POST 26/152</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/CHDO/APL/01/07/2022</u>
<u>SALARY</u>	:	R147 459 – R173 706 per annum (Level 04)
<u>CENTRE</u>	:	Chris Hani District Office
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Nyoka Tel No: 045 8071110/1101
<u>POST 26/153</u>	:	<u>HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/TAFAH/APL/01/07/2022</u>
<u>SALARY</u>	:	R147 459 – R173 706 per annum (Level 04)
<u>CENTRE</u>	:	Amathole District, Tafalofefe Hospital

<u>REQUIREMENTS</u>	:	National Senior Certificate with 3 - 5 years' experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.
<u>DUTIES</u>	:	Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
<u>ENQUIRIES</u>	:	Ms V. Motebele Tel No: 047 498 0026.
<u>POST 26/154</u>	:	<u>LAUNDRY WORKER SUPERVISOR REF NO: ECHEALTH/LWS/SSGH/01/07/2022</u>
<u>SALARY</u>	:	R147 459 – R173 706 per annum (Level 04)
<u>CENTRE</u>	:	Amathole District, SS Gida Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate with 3 - 5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.
<u>DUTIES</u>	:	Supervise rendering of laundry services. Ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Mr E Fumanisa Tel No: 040- 658 0043
<u>POST 26/155</u>	:	<u>DRIVER REF NO: ECHEALTH/DRV/SADACHC/APL/01/07/2022</u>
<u>SALARY</u>	:	R124 434 – R146 577 per annum (Level 03)
<u>CENTRE</u>	:	Lukhanji Sub District, Sada Community Health Centre
<u>REQUIREMENTS</u>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<u>ENQUIRIES</u>	:	Ms Mtweni Tel No: 045 807 8908

<u>POST 26/156</u>	:	<u>DRIVER REF NO: ECHEALTH/DRV/SBDO/APL/01/07/2022</u>
<u>SALARY</u>	:	R124 434 – R146 577 per annum (Level 03)
<u>CENTRE</u>	:	Sarah Baartman District Office
<u>REQUIREMENTS</u>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<u>ENQUIRIES</u>	:	Ms T. Mpitimpiti Tel No: 041 408 8509
<u>POST 26/157</u>	:	<u>DRIVER REF NO: ECHEALTH/DRV/CLOJH/APL/01/07/2022</u>
<u>SALARY</u>	:	R124 434 – R146 577 per annum (Level 03)
<u>CENTRE</u>	:	Joe Gqabi District, Cloete Joubert Hospital
<u>REQUIREMENTS</u>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<u>ENQUIRIES</u>	:	Mr Z.O Mgeyi Tel No: 045 971 0091/072 791 6506
<u>POST 26/158</u>	:	<u>DRIVER REF NO: ECHEALTH/DRV/CALCHC/APL/01/07/2022</u>
<u>SALARY</u>	:	R124 434 – R146 577 per annum (Level 03)
<u>CENTRE</u>	:	Sakhisizwe Sub District, Cala Community Health Services
<u>REQUIREMENTS</u>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047 877 0931
<u>POST 26/159</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/PECHC/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, PE Central Community Health Centre
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be

<u>DUTIES</u>	:	able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently. Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 26/160</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MTALFH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Alfred Nzo District, Mount Ayliff Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Mrs O Mjoka Tel No: 039 254 0236
<u>POST 26/161</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/BHISH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City Metro, Bhisho Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5
<u>POST 26/162</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMAH/INDWH/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Chris Hani District, Indwe District Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be

<u>DUTIES</u>	:	able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently. Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms C Gouws Tel No: 045 954 5500/01
<u>POST 26/163</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/COFIH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Chris Hani District, Cofimvaba Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms A Mbana Tel No: 047 874 0111
<u>POST 26/164</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/JAMSH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi District, Jamestown Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Mr JS Nzinde Tel No: 051 633 9617
<u>POST 26/165</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/LIVH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be

DUTIES

: able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES

: Ms L Mabanga Tel No: 041 405 2348

POST 26/166**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/EPH/APL/01/07/2022****SALARY**

: R104 073 - R122 592 per annum (Level 02)

CENTRE

: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS

: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES

: Ms Nazo Tel No: 046 602 2300

POST 26/167**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/JANSEN/APL/01/07/2022 (X3 POSTS)****SALARY**

: R104 073 - R122 592 per annum (Level 02)

CENTRE

: Sarah Baartman District, Jansenville Hospital

REQUIREMENTS

: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES

: Mr T Marenene Tel No: 049 836 0086

POST 26/168**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/BUTTH/APL/01/07/2022 (X2 POSTS)****SALARY**

: R104 073 - R122 592 per annum (Level 02)

CENTRE

: Amathole District, Butterworth Hospital

<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 26/169</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/MOTWCHC/APL/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02) Nelson Mandela Metro, Motherwell Community Health Centre
<u>DUTIES</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team. Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 26/170</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/ISILC/APL/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02) Maluti Sub District, Isilindini Clinic
<u>DUTIES</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team. Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	R Kok Tel No: 039 256 0518/0519

<u>POST 26/171</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/TOWH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Amathole District, Tower Psychiatric Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mrs V Whitecross Tel No: 046 645 5008
<u>POST 26/172</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/SOGAC/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Mbhashe Sub District, Soga Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms Mkhwetha Tel No: 047 489 2417/16
<u>POST 26/173</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/CMH/APL/01/07/2022 (X26 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makhivane Regional Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or

mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 26/174 : **GENERAL WORKER NO: ECHEALTH/ GW/NMAH/APL/01/07/2022 (X4 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 26/175 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MIDH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Midlands Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms M. Human Tel No: 049 807 7739

POST 26/176 : **GENERAL WORKER REF NO: ECHEALTH/ GWJANSH/APL/01/07/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Jansenville Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and

maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr T Marene Tel No: 049 836 0086

POST 26/177 : **GENERAL WORKER REF NO: ECHEALTH/ GWABERH/APL/01/07/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Aberdeen Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr S.M. Magxiva Tel No: 049 846 0391

POST 26/178 : **GENERAL WORKER REF NO: ECHEALTH/ GWANDVH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Andries Vosloo Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms CZ Zozo Tel No: 042 243 1313

POST 26/179 : **GENERAL WORKER REF NO: ECHEALTH/ GWWILLH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Willowmore Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms R Schutte Tel No: 044 923 1127

POST 26/180 : **GENERAL WORKER REF NO: ECHEALTH/ GWHUMAH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms G Kivedo Tel No: 042 200 4279/236

POST 26/181 : **GENERAL WORKER REF NO: ECHEALTH/ GW/DNH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms B Bomela Tel No: 041 406 4421

POST 26/182 : **GENERAL WORKER REF NO: ECHEALTH/ GW/ZWECHC/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Zwelitsha Zone 5 Community Health Centre
	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: 043 708 1719
<u>POST 26/183</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/LADGR/ARP/01/07/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02)
	:	Joe Gqabi District, Lady Grey Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms N Skisazana Tel No: 051 603 0093/0115
<u>POST 26/184</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/JAMESH/ARP/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02)
	:	Joe Gqabi District, Jamestown Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment.

		Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mr JS Nzinde Tel No: 051 633 9617
<u>POST 26/185</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/JGDO/ARP/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi District Office
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<u>POST 26/186</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/MACLH/ARP/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi District, Maclear Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms N Zuza Tel No: 045 932 1028
<u>POST 26/187</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/ALWNH/ARP/01/07/2022 (X3 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi District, Aliwal North Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and

maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms Fourie Tel No: 051 633 7700

POST 26/188 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STYNH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Steynsburg Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mrs Mfanekiso Tel No: 048 884 0241

POST 26/189 : **GENERAL WORKER REF NO: ECHEALTH/ GW/BURGH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Burgersdorp Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms N Zondi Tel No: 051 653 1881

POST 26/190 : **GENERAL WORKER REF NO: ECHEALTH/ GW/CLOETJH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Cloete Joubert Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr Z.O Mgeyi Tel No: 045 971 0091/072 791 6506

POST 26/191 : **GENERAL WORKER REF NO: ECHEALTH/ GW/UMLAH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Joe Gqabi District, Umlamli Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms Mpithimpithi Tel No: 051 611 0079/90

POST 26/192 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TAYBH/ARP/01/07/2022 (X3 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms N Ngwabeni Tel No: 039 257 0099

<u>POST 26/193</u>	:	<u>GENERAL WORKER (X2 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Senqu Sub District, Hillside Clinic Ref No: ECHEALTH/ GW/HILSC/ARP/01/07/2022 (X1 Post)
	:	Musong Clinic Ref No: ECHEALTH/ GW/MUSOC/ARP/01/07/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: 051 633 9617
<u>POST 26/194</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/EMPILSC/ARP/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Elundini Sub District, Empilisweni Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms Du Plessis Tel No: 039 257 2400
<u>POST 26/195</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/NMAH/ARP/01/07/2022 (X19 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469

<u>POST 26/196</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/MRH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Sakhisizwe Sub District, Askeaton Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047 877 0931
<u>POST 26/197</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/EMPILSC/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Elundini Sub District, Empilisweni Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms Du Plessis Tel No: 039 257 2400
<u>POST 26/198</u>	:	<u>ROPERTY CARETAKER REF NO: ECHEALTH/PCT/MACLC/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Elundini Sub District, Maclear Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms Du Plessis Tel No: 039 257 2400
<u>POST 26/199</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/NCAMC/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	King Sabata Dalinyebo Sub District, Ncambele Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

<u>ENQUIRIES</u>	:	Ms O Gcagca Tel No: 047 531 0823
<u>POST 26/200</u>	:	<u>PORTER REF NO: ECHEALTH/POR/NESSH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	OR Tambo District, Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Ms O.N Sotsako Tel No: 047 553 6007/8/9
<u>POST 26/201</u>	:	<u>PORTER REF NO: ECHEALTH/POR/BUTTH/APL/01/07/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Amathole District, Butterworth Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 26/202</u>	:	<u>PORTER REF NO: ECHEALTH/POR/NMAH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, PE Central Community Health Centre
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 26/203</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/BAMBH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	OR Tambo District, Bambisana Hospital

<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Mr S Mahlangeni Tel No: 039 253 7262
<u>POST 26/204</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/CANZH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	OR Tambo District, Canzibe Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: 047 568 8291/2/3
<u>POST 26/205</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/TAYBH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: 039 257 0099

<u>POST 26/206</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/UPH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: 041 995 1129
<u>POST 26/207</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/BUTTH/APL/01/07/2022 (X4 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Amathole District, Butterworth Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 26/208</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/TL/CMH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makhiwane Regional Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine

maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 26/209 : **TRADE LABOURER REF NO: ECHEALTH/TL/BUTTH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Butterworth Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

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

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Mr. W van Zyl, Castro Building, Tel No: (051) 405 5266
- CLOSING DATE** : 29 July 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by a detailed Curriculum Vitae ONLY (Subjects of relevant qualifications should be mentioned in the CV), Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS

- POST 26/210** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: FSPT: 018/22 (X3 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant degree or equivalent qualification in Finance, Economics, Commerce or a Built environment (Quantity Surveying / Civil Engineering / Architecture / Project Management) with a minimum of six (6) years' experience in the monitoring of infrastructure projects/programmes of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Computer literate. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.
- DUTIES** : Oversee and support Provincial and Municipal infrastructure performance management. Support and monitor Provincial & Municipal infrastructure financial management. Support and monitor Provincial & Municipal infrastructure planning portfolio management. Support and monitor Provincial & Municipal infrastructure projects/programmes. Support and monitor operations, services and maintenance of infrastructure. Manage the resources of the Sub-directorate.

<u>ENQUIRIES</u>	:	Ms. M C Tadi Tel No: 051 405 5464
<u>POST 26/211</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: FSPT 019/22</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A grade 10 qualification. Completed basic Security Officer's training course with at least two years' relevant experience. Proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Knowledge of access control procedures, measures for the control and movement of equipment and store content, prescribed security procedures, authority of a Security Officer and emergency procedures.
<u>DUTIES</u>	:	Supervise the security functions performed by the Security Officers to ensure adherence to and implementation of Departmental security policies. Perform administrative functions. Render support to colleagues, Departmental employees and clients regarding security matters. Provide inputs on the drafting of security policies and procedures. Monitor and maintain effective security systems. Provide support during investigations.
<u>ENQUIRIES</u>	:	Mr. T P Petersen Tel No: (051) 405 3173

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 26/212</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 059/2022</u> Directorate: Neurosurgery
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital MBCbB (or equivalent qualification), successful completion of the FCS (Neurosurgery) final exam from the CMSA (or equivalent qualification). Current registration with the Health Professions Council of South Africa as a Specialist Neurosurgeon.
<u>DUTIES</u>	:	Performing complex Neurosurgical procedures and simultaneously training junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, general wards, and out-patient clinics while conducting teaching simultaneously. Appropriate decision making with regard to patient management and care. Participate in developing patient management protocols and input on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Participate in and conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Participate in the academic program for the department. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical procedures expected of a specialist and attend to administration duties as necessary. A special interest in pediatric neurosurgery, neurointensive care or neurovascular surgery would be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof L. Padayachy Tel No: 012 354 1029 Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/213</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/014500</u> Directorate: Ophthalmology
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current registration with the HPCSA as Medical Practitioner. The following will be an added advantage: Preference will be given to candidates with at least six months- one-year surgical experience as a medical officer in Ophthalmology department.
<u>DUTIES</u>	:	Provide effective patient care. Teaching of medical officer and undergraduate students. Participate in departmental academic activities. Administrative duties such as capturing data on RedCap. Commuted overtime is compulsory.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Aubrey Makgotloe email-address: Aubrey.Makgotloe@wits.ac.za Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 29 July 2022

POST 26/214 : **ASSISTANT MANAGER NURSING PN-B4: SPECIALTY ONCOLOGY REF NO: 062/2022 SBAH**
Directorate: Nursing

SALARY : R624 216 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management. A minimum of 10 years appropriate / recognizable experience after obtaining the 1 year post basic qualification in Oncology Nursing Science and/or Psychiatry Nursing Science. At least 3 years of the period referred to above must be appropriate /recognizable experience at management level/ Operational Manager at a Public Institution. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.

ENQUIRIES : Ms. AM Mowayo Tel No: 012 354 1300/1976

APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 July 2022

POST 26/215 : **ASSISTANT MANAGER NURSING: SPECIALTY: OPHTHALMOLOGY / GENERAL PN-B4/ PN-A7 REF NO: SBAH 061/2022**
Directorate: Nursing

SALARY : PN-B4: R624 216 per annum, plus benefits
PN-A7: R571 242 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma in Nursing Management. PN-B4: A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in Ophthalmology Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level/Operational Manager at a public institution. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates compulsory. Strong leadership, good communication and sound interpersonal skills are necessary. PN-A7: A minimum of 8 year appropriate / recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred

to above must be recognizable experience at management level/ Operational Manager. South African Nursing Council annual practicing certificate. Service certificates. Valid driver's license and be computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.

ENQUIRIES

: Ms. AM Mowayo Tel No: 012 354 1300/1976

APPLICATIONS

: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 29 July 2022

POST 26/216

: **HEAD OF DEPARTMENT IN COMMUNITY NURSING SCIENCES PND3 REF NO: REFS/014495 (X1 POST)**

Directorate: Gauteng College of Nursing (GCON)

SALARY

: R588 390 - R682 098 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Campus

REQUIREMENTS

: A Grade 12/National Senior Certificate or equivalent qualification. A Basic qualification accredited with SANC in terms of Government Notice R425 (Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. Degree in any Nursing field. Degree/Diploma in Nursing Education registered with the SANC. Degree/Diploma in Nursing Administration registered with the SANC. Master's Degree in Nursing. Diploma in Community Nursing Science. Diploma in Primary Health care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Knowledge: Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Good communication skills, leadership skills, supervisory skills, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver's license.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, support, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise and moderate the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Initiate and/or participate in nursing research. Collaborate with other stakeholders and build a sound relationship within the Department. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own field of practice. Serve as a chairperson/member on applicable academic/ management committees. Prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Community Nursing Science Department. Collaborate with stakeholders and building of strong relationships with other departments.

ENQUIRIES

: Dr QK Masimula Tel No: 011 983 3002

APPLICATIONS

: Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris

Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013 or submitted online on <http://professionaljobcentre.gpg.gov.za>. Hand delivery must be submitted at Chris Hani Baragwanath Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.

NOTE

: Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE

: 29 July 2022, 12H00

POST 26/217

: **ASSISTANT MANAGER AREA: CLINICAL EDUCATION TRAINING UNIT (CETU) AND PATIENT CARE OFFICE PN-A7 REF NO: SBAH 060/2022**
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: R571 242 per annum, plus benefits
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Education and Nursing Management qualifications with South African Nursing Council. At least 3 years of the period referred to above must be appropriate recognizable experience at management level (Operational Manager `s level) at a public institution. Experience in formal teaching environment will be an added advantage. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver`s license. Service certificates compulsory. Strong leadership, good communication sound interpersonal skills are necessary.

DUTIES

: To manage the education and training of nurses from the college and the hospital and overall management of the CETU and patient care office. Collaborate with the nursing training institutions. Placement of students processes in the institution. Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the research processes and analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Maintain Professional growth /ethical standards and development of self and subordinates.

ENQUIRIES
APPLICATIONS

: Ms. AM Mowayo Tel No: 012 354 1300/1976
: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

<u>NOTE</u>	:	Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/218</u>	:	<u>OPERATIONAL MANAGER NURSING PN-B3: SPECIALTY: PAEDIATRICS REF NO: 063/2022 SBAH</u> Directorate: Nursing
<u>SALARY</u>	:	R571 242 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South Africa Nursing Council in the terms of Government Notice 425, i.e. diploma / degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Child Nursing Science or Neonatology Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Child Nursing Science or Neonatology Nursing Science. Diploma/degree in Nursing Management will be added advantage. Computer literate. Verified proof of experience. Service certificates are compulsory. South African Nursing Council annual practicing certificate. Valid driver's license. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.
<u>ENQUIRIES</u>	:	Ms. AM Mowayo Tel No: 012 354 1300/1976
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only</u> include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/219</u>	:	<u>OPERATIONAL MANAGER NURSING PN-B3: SPECIALTY: ORTHOPAEDIC NURSING REF NO: 064/2022 SBAH</u> Directorate: Nursing (Re-Advertisement)
<u>SALARY</u>	:	R571 242 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South Africa Nursing Council in the terms of Government Notice 425, i.e. diploma / degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Medical and Surgical Nursing Science in Orthopedic Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Medical and Surgical Nursing Science in Orthopedic Nursing. Diploma/degree in Nursing Management will be added advantage. Computer literate. Verified proof of experience. Service certificates are compulsory. South African Nursing Council annual practicing certificate. Valid driver's license. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective

	support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.
<u>ENQUIRIES</u>	: Ms. AM Mowayo Tel No: 012 354 1300/1976
<u>APPLICATIONS</u>	: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	: The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Applications: The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae.
<u>CLOSING DATE</u>	: 29 July 2022
<u>POST 26/220</u>	: <u>LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/014497 (X1 POST)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	: PND1: R388 974 - R450 939 per annum, (plus benefits) PND2: R478 404 - R624 216 per annum, (plus benefits)
<u>CENTRE</u>	: Chris Hani Baragwanath Campus
<u>REQUIREMENTS</u>	: Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing field. Degree/Diploma in Nursing Education registered with the SANC. Degree/Diploma in Nursing Administration registered with the SANC. Master's Degree will be an advantage. Diploma in Community Nursing, Primary Health Care and Psychiatric will be advantageous. Current SANC registration receipt. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for PND1. Minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate/recognizable experience in nursing education for PND2. Minimum of two years' experience as Community Health Nurse or Psychiatric Nurse. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice and all relevant regulations. Must be computer literate. Must be in possession of the assessor and moderator 's certificate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programs; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES</u>	: Ms. T.I Sithole Tel No: 011 983 3010
<u>APPLICATIONS</u>	: Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013 or submitted online on http://professionaljobcentre.gpg.gov.za or Hand delivery must be submitted at Chris Hani Baragwanath Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.
<u>NOTE</u>	: All applications must be submitted on a fully completed recent Z83 (81/971431) and with attached detail Curriculum Vitae only. The recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Applicant will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the

job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 29 July 2022 12H00

POST 26/221 : **SPEECH THERAPIST PRODUCTION LEVEL REF NO: REFS/014501**
Directorate: Audiology

SALARY : Grade 1: R322 746 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Experience in Vestibular assessment and Rehabilitation, Electrophysiology assessment Aural Rehabilitation.

DUTIES : To provide effective audiology service to in and out patients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.

ENQUIRIES : Ms. T. Radebe Tel No: 011 488 4228/4296
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates

only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE

:

29 July 2022

POST 26/222

:

RECEPTIONIST REF NO: CHBC/ADMIN/JULY/2022 (X1 POST)

SALARY

:

R176 310 - R207 681 per annum (Level 05), (plus benefits)

CENTRE

:

Chris Hani Baragwanath Campus

REQUIREMENTS

:

Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre or equivalent work experience. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer Certificate and ability to apply computer skills. Typing skills. Problem solving. Ability to work in a team and under pressure. Comply with Batho Pele Principles.

DUTIES

:

The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the Campus and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report faulty Private Automatic Branch Exchange (PABX) system and intercom system to the supervisor. Administration of all reported faults. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to line management.

ENQUIRIES

:

Ms. A Miller Tel No: (011) 983 3158

APPLICATIONS

:

Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013. Hand delivery must be submitted at Chris Hani Baragwanath Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.

NOTE

:

Applicants must submit a fully completed most recent Z83 (81/971431) and a detail Curriculum Vitae (CV) only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Applicant will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE

:

29 July 2022, 12H00

POST 26/223

:

SECRETARY REF NO: 065/2022 SBAH

Directorate: Paediatrics

SALARY

:

R176 310 per annum, plus benefits

CENTRE

:

Steve Biko Academic Hospital

REQUIREMENTS

:

Diploma in Public Administration and at least 3 years working experience as a Secretary and Data Capture.

DUTIES

:

Able to work with privileged information and patient data. Through knowledge and at least 3 years' experience of Tiernet, LabTrack, RedCap and HAST program. Data cleaning and troubleshooting are essential skills required. Collection of mortality and

		mobility statistics and general departmental patient related statistics on a daily basis. A proficiency test will be conducted for the shortlisted candidates.
<u>ENQUIRIES</u>	:	Ms. TJ Mudau Tel No: 012 354 1503
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/224</u>	:	<u>ELECTRO CARDIOGRAM ASSISTANT REF NO: 066/2022 SBAH</u> Directorate: Nursing
<u>SALARY</u>	:	R147 459 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Qualifications as a health care professional. 1 years' experience in a hospital environment. Ability to communicate in three (3) official languages particular English. Good interpersonal relation, communication and problem-solving skills. Good interpersonal relation, communication and problem-solving skills. Good reading and writing skills. Must be able to cope with physical demands of the position. Be able to work under pressure in a team and independently.
<u>DUTIES</u>	:	Taking of ECG wards and clinic, filling [of ECG reports. Maintenance of ECG machine and see to proper working electrodes. Reports on broken/missing items and send for repair or service. Asset management. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by Supervisor.
<u>ENQUIRIES</u>	:	Ms. TJ Mudau Tel No: 012 354 1503
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/225</u>	:	<u>FOOD SERVICE AID REF NO: CHBC/SUPPORT/JULY/2022 (X1 POST)</u>
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Campus
<u>REQUIREMENTS</u>	:	Minimum of Grade 10 to 12. Certification in any food or Kitchen industry will be added advantage. One years' experience in food service aid. Basic knowledge of food preparation and Hygiene. Ability to work effectively in a team. Ability to work under pressure. Good communication in English language. Good interpersonally Skills, Honest and Reliable Extensive knowledge and understand of Batho Pele Principles.
<u>DUTIES</u>	:	Food preparation, distribution and serving. Cleaning of Kitchen equipment after use wash and keep stock of kitchen utensils. Maintain hygiene and safety measures in the food Service unit. Spring clean the kitchen and tea rooms' area. Responsible for ordering of supplies, receiving, storage, stock control and stock taking. Knowledge of cleaning materials and catering arrangements. Reporting waste and losses. Do all work related allocated by the supervisor.
<u>ENQUIRIES</u>	:	Ms. S.C Raphadu Tel No: 011 983 3061
<u>APPLICATIONS</u>	:	Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013. Hand delivery must be submitted at Chris Hani Baragwanath

NOTE

- Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.
- : Applicants must submit a fully completed most recent Z83 (81/971431) and a detail Curriculum Vitae only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Applicant will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
- CLOSING DATE** : 29 July 2022 12H00

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.

APPLICATIONS

- : Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za)

CLOSING DATE

- : 29 July 2022

NOTE

- : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) ONLY and at least three (3) contactable referees quoting the relevant reference number. 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 three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test 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). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. 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 department. 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, 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>.

OTHER POST

POST 26/226

- : **ASSISTANT DIRECTOR: STRATEGY AND MEDIA LIAISON REF NO: 014489**
Directorate: Strategy and Media Liaison

SALARY CENTRE

- : R382 245 – R450 255 per annum, (plus benefits)
: Johannesburg

- REQUIREMENTS** : An NQF level 7 qualification in Media Studies / Public Relations / Communications / Journalism or appropriate degree or equivalent qualification. Minimum of three years' experience as a Communication Officer in news, media, public relations, communications, marketing, government communication. Computer literacy, Driver's license. Knowledge of and understanding of the media industry, its structures, individuals and how the media works, an understanding of Budgeting and commitment to government objectives, policies, and programmes. Strong writing skills and verbal communication skills. Analytical and communication research skills. Leadership abilities and strong people skills.
- DUTIES** : Assist the Deputy Director with the development and implementation of communication strategies Advise on communication implications and implications arising from key policies and programmes. Strengthening of GPG communication system through facilitating GPG communication forum, communication clusters and other mechanisms to improve coordination, integration, and delivery on GPG communication priorities. Development and implementation of digital media strategies. Online management of digital media platforms. Facilitate GPG communication induction and capacity building programmes. Assist and advise on departmental communication strategies. Development and Implementation of media strategies plans and media relations programme. Ongoing development of communication of communication programme and events diary. Development and implementation of communication campaigns and projects. Research and information gathering for communication purposes Write and edit articles, media and news releases, speeches, opinion pieces and copy for the media and GPG publications. Assist with human resource management, procurement, financial management, reporting and implementation of other internal policies. Assist with any other communication projects that may be undertaken by the directorate from time to time. Assist in managing the directorate.
- ENQUIRIES** : Ms Phindi Maserumule Tel No: (011) 355 6110

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** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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
- CLOSING DATE** : 01 August 2022 at 12H00
- NOTE** : Applications must be submitted on a duly new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a 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 attached 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 when shortlisted. 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. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications.

MANAGEMENT ECHELON

<u>POST 26/227</u>	:	<u>DIRECTOR: ACCOUNTING SUPPORT REF NO: GPT/2022/7/6</u> Directorate: Financial Governance
<u>SALARY</u>	:	R1 073 187.per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting or Financial Management or BTech with Financial Accounting as a major subject or any degree with Financial Accounting as a major subject. A minimum of 5 – 7 years' experience in the financial management environment of which 5 years is in MMS/SMS level. Knowledge of Accounting principles, relevant policies in a legislative environment. Broad knowledge understanding of PFMA, Treasury regulation, GAAP / IFRS and GRAP. Knowledge and experience of project management, problem solving and strategic leadership. Intermediate to expert skills in computer MS Office/Excel. A post graduate qualification and knowledge of GPG will be added advantage. Competencies: Proven leadership abilities. Effective leadership skills and high business acumen. Planning and organising, Quality Orientation, creative, innovative, performance and persuasive managerial competencies. Customer management, results/target driven quality management. High problem solving, analytical, excellent communication skills and computer literate. People management and empowerment. Client orientation and customer focus.
<u>DUTIES</u>	:	The incumbent will be responsible: for assisting departments and entities to comply with applicable accounting standards (Modified Cash and GRAP). Assist entities with alignment of their Accounting Policies to the most updated GRAP standards. Provide technical accounting advice to GPG departments and entities to ensure full and accurate reflection of all financial transactions of the departments. Preparation of the Unauthorised Expenditure will after SCOPA recommendations for presentation to legislature. Provide Accounting Support strategy driven by a customer focused ethos that provide technical accounting assistance through training. Ensure that financial management training sessions are held for areas of concern in identified departments. Assist departments and entities with the review of financial related standards operating procedures. Ensure continuous engagements with departments and entities and ensure credit and accurate interim and annual financial statements. To provide technical advisory support to client departments and entities on accounting and audit related matters. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Accounting Support sub-unit. Ensure that Accounting Support sub-unit objectives, standards and targets are communicated and understood. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana Tel No: 011 227 9000
<u>POST 26/228</u>	:	<u>DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2022/7/7</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R1 073 187 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Audit/ Auditing/ Accounting. A professional qualification CIA/CA would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at Middle/Senior managerial level in Internal Audit.
<u>DUTIES</u>	:	Preparation of a strategic "business plan" for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk- b a s e d audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to

address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.
Ms B. Mtshizana Tel No: 011 227-9000

ENQUIRIES

POST 26/229

DIRECTOR: CORPORATE PERFORMANCE MONITORING & EVALUATION REF NO: GPT/2022/7/8

Directorate: Corporate Performance Monitoring & Reporting

SALARY

R1 073 187 per annum, (all-inclusive package) consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE

Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Business Management or Public Management or related qualification. 5 years of experience at Middle/Senior managerial level. 5 years of experience in Performance Management or Reporting or Planning or Business Administration.

DUTIES

Develop and implement the monitoring and evaluation framework and ensure ongoing compliance with appropriate policies, procedures, standards and controls within the department. Manage the reporting process and ensure submission of performance reports to stakeholders in line with timeframes and communication of performance to senior management. Develop and implement extensive measurement models to measure and predict business performance and results and provide performance statistics. Manage and coordinate evaluation of departmental performance, outcomes and impact and coordinate continuous improvement of performance. Management of Directorate and staff.

ENQUIRIES

Ms. B. Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 26/230

ASSISTANT DIRECTOR: FINANCIAL AUTOMATION MANAGEMENT SYSTEMS (INVOICING) REF NO: GPT/2022/7/9

Directorate: Financial Governance

SALARY

R382 245 per annum, (plus benefits)

CENTRE

Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Financial Management or Accounting. 3 – 5 years' experience in Accounts payable environment. 1-2 years' experience in Project Management environment. Previous Government working experience. Previous knowledge of BAS/SAP system. Computer literate, Financial analytical, Numerical skills. Knowledge of Supply Chain Cycle within GPG, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Batho Pele Principles.

DUTIES

Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the E-invoicing and P-card systems to all customer sites and provide continuous support. Review and implement business processes for Financial Automation Management Systems (FAMS) and other applications. Manage user support and problem resolutions on the support queries across FAMS applications. Oversee the implementation of ad hoc projects. Conduct presentations and training to GPG departments with regards to new enhancement on the systems.

ENQUIRIES

Ms. Refiloe Mokadi Tel no: 011 227 9000

POST 26/231

AUDITOR: PERFORMANCE AUDIT REF NO: GPT/2022/7/10

Directorate: Gauteng Audit Services

SALARY

R321 543 per annum, (plus benefits)

CENTRE

Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF Level 6) as recognised by SAQA Diploma/ Degree in Internal Audit/ Auditing/ Accounting. 1-2 years' experience in Performance Auditing environment.

DUTIES

Perform the planning of the audit project. Conduct fieldwork of the audit project. Compile the draft findings for reporting. People and stuff Utilisation.

ENQUIRIES

Ms. K Chauke Tel No: 011 227 9000

<u>POST 26/232</u>	:	<u>AUDITORS: RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/2022/11</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R321 543.per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, (NQF level 6) as recognised by SAQA in Internal Auditing/ Auditing/Accounting. 2 years' experience in Internal Auditing. Knowledge of PFMA, Treasury Regulations and IA Standards. Strong communications skills (verbal and written), computer literacy, problem solving, analytic and research skills.
<u>DUTIES</u>	:	Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk Identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees).
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: 011 227 9000
<u>POST 26/233</u>	:	<u>SENIOR COMMUNICATION OFFICER: CORPORATE COMMUNICATIONS REF NO: GPT/2022/7/12</u> Directorate: Corporate Services
<u>SALARY</u>	:	R321 543 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, (NQF level 6) as recognised by SAQA in Corporate Communications or Public Relations or Marketing. Minimum of 1- 2 years' experience in Communication or Public Relations environment. A creative flair, attention to detail and strong verbal and written communication skills.
<u>DUTIES</u>	:	Coordinate and implement activities and key deliverables associated with internal communication including promotional events. Assist with management of internal communication platforms such as the intranet, newsletter, WhatsApp or SMS groups. Write articles and features for internal newsletter, intranet website. Coordinate and implement the distribution of information to populate the department's internal communication platforms. Provide general communication support, including assistance with writing, branding and events.
<u>ENQUIRIES</u>	:	Ms. K. Sikhosana Tel No: 011 227 9000
<u>POST 26/234</u>	:	<u>SENIOR COMMUNICATION OFFICER: EVENT MANAGEMENT REF NO: GPT/2022/7/13</u> Directorate: Corporate Services
<u>SALARY</u>	:	R321 543 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, (NQF level 6) as recognised by SAQA in Public Relations or Events Management or equivalent qualification. Minimum of 1- 2 years' experience in Events Management or Public Relations will be and added advantage.
<u>DUTIES</u>	:	Research the market to identify opportunities to leverage departmental brand through events including conferences, workshops, promotions, exhibitions and networking sessions; liaise with internal clients to ascertain their precise event requirements; produce detailed proposals for events including timelines, venues, suppliers, staffing and budgets; coordinate venue management, caterers, stand designers, contactors and equipment hire; organise facilities for car parking, traffic control, security, first aid and hospitality; identify and secure speakers or special guest; plan room layouts and programme; assist with coordinating staff requirements and staff briefings; liaise with marketing and public relations team to market and promote events; facilitate post event evaluation (including data entry and analysis and produce reports for event stakeholders); Perform other communication related tasks as directed by the manager responsible for events management.
<u>ENQUIRIES</u>	:	Ms. K. Chauke Tel No: 011 227 9000

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

ERRATUM: Kindly note that the following 1 posts were advertised in Public Service Vacancy Circular 25 dated 08 July 2022, The Reference Number for the post Human Resource Officer Supervisor from Clairwood Hospital has been omitted on the original advert. Reference Number is: CL 02/2022.

OTHER POSTS

<u>POST 26/235</u>	:	<u>PNA8 DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: SMH04 / 2022</u>
<u>SALARY</u>	:	R856 272 per annum, all inclusive salary package consist of 70% basic salary and 30% portion that can be structured in terms of applicable rules plus 12 % rural allowance;
<u>CENTRE</u>	:	St Margaret CHC
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent; plus Degree/ Diploma in General Nursing and Midwifery; plus Certificate of registration with South African Nursing Council as General Nurse and Midwife; plus A minimum of 9 years recognizable experience in nursing after registration as Professional nurse with South African Nursing Council; At least 4 years of the period referred to above must be appropriate recognizable experience at Assistant Manager Nursing management level; Current proof of registration with South African Nursing Council for 2022. Recommendation: Driver's License unendorsed; Proof of Computer Literacy in MS Office packages; Nursing Administration and Registration with SANC for Nursing Administration. NB: All shortlisted candidates will be required to provide certified copies of educational qualifications, (Diploma and registration certificates with SANC, Identity document, Driver's License, Computer certificates, and SANC 2022 receipt and proof of experience (not Z17) endorsed by HR office indicating clearly in details periods of experience and roles). Knowledge, Skills and Competencies Required: Planning and organizing skills. Knowledge of legislative framework concerning Public Service Nursing. Financial Management. Conflict Management skills. Computer Skills. Human Resource Management. Teamwork, and report writing skills; Leadership, organizational, decision making and problem solving abilities; Diversity Management and Change Management; Interpersonal Relations and Basic Computer skills. Good communication and interpersonal relations skills. Performance Management and Development policy. Disciplinary Code and Grievance Procedures.
<u>DUTIES</u>	:	Assist in formulation and implementation of quality improvement plan. Establish the strategic direction of the nursing component to ensure alignment with its business plan. Manage and control budget in accordance with PFMA Act No 1 of 1999 by ensuring effective and efficient control of medical supplies, equipment, miscellaneous store, and Human Resources. Effectively manage and utilize human resource in the Nursing Component. Manage and formulation of policies and procedures for nursing services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholder allowing for efficient delivery of service within multi-disciplinary approach. Execute duties and functions with proficiency, support of the aim and strategic objectives of the department of health and perform duties /functions within the prescripts of all applicable legislation. Ensure proper planning of leave for supervisees. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop QIP on identified gaps. Investigation and management of complaints. Mitigation and management of risks or adverse events. Ensure implementation of National Core Standards, Infection Prevention and Control, Quality in the nursing component.
<u>ENQUIRIES</u>	:	Dr. BP Sosibo St Margaret CHC – CEO Tel No: 039 2599922
<u>APPLICATIONS</u>	:	All applications must be directed to: St Margaret Hospital, and Private Bag x 517, Umzimkhulu, 3297 Or hand deliver to St Margaret Hospital's Human Resource Component at Clydesdale Location, Umzimkhulu.
<u>FOR ATTENTION</u>	:	Mr TL Nzimande
<u>NOTE</u>	:	The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - (New Z83 form). (b) Comprehensive Curriculum Vitae, (c) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the

form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Copies of certified copies will disqualify candidates. (b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from previous and current employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates will be required to provide certified copies of educational qualifications, proof of registration with Health Professional Council (if applicable), Certified copy of identity document, proof of experience indicating detailed periods of experience endorsed by HR. Failure to produce these documents will disqualify candidates shortlisted. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

29 July 2022 at 16h00

POST 26/236

: **MEDICAL OFFICER REF NO: MED. SURG. 02/2022 (X1 POST)**

Component: Surgery

SALARY

: Grade 1: R833 523 – R897 939 per annum, (all inclusive package)
Grade 2: R953 049 – R1 042 092 per annum, (all inclusive package)
Grade 3: R1 106 037 – R1 382 802 per annum, (all inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of basic Salary, Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE REQUIREMENTS

: Ladysmith Regional Hospital
: Senior Certificate/Grade 12. Appropriate qualification in Health Science (MBCHB). Registration with HPCSA as a Medical Practitioner. Current registration with HPCSA (2022) NB All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the current/previous employer Medical Officer **Grade 1:** Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer (2022). Medical Officer **Grade 2:** Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer (2022). Medical Officer **Grade 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years' experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer (2022). Knowledge, Skills, Training and Competencies Required: General skills as a Medical Officer is required. Ability to work in multi-disciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship with a diverse community. Ability to make a difference. Program planning, implementation and evaluation. Information management. Knowledge of Health and Public Service legislation, Regulations and Policies. Medical ethics, epidemiology and statistics. Supervision skills.

DUTIES

: Manage all surgical out-patient conditions with minimum supervision. Perform basic surgery with supervision by Surgical consultant. Admit, manage, discharge and follow-up all psychiatric cases as necessary. Study towards a Diploma in Surgery or Part 1. Facilitation of staff training and on-going medical education. After-hours participation in call rosters. Active involvement in the pre-operative assessment of patients Assist senior doctors during operations. Maintain sound medical records.

ENQUIRIES

: Dr. M.R Mthethwa Tel No: 036 6372111
Dr. M.E Pule Tel No: 036- 6372111

APPLICATIONS

: Applications to be posted to: The Hospital CEO (Applications) Ladysmith Regional Hospital Private Bag X9 Ladysmith 3370 Or Hand Delivered to: 36 Malcolm Road Hospital Park Ladysmith, 3370

NOTE

: NB. The applicant must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and highest required qualification as well as a driver's license where necessary, will be only submitted by shortlisted candidates to HR on the day of the interview date.

CLOSING DATE

: 29 July 2022

<u>POST 26/237</u>	:	<u>HEAD OF DEPARTMENT: FUNDAMENTAL NURSING SCIENCE & ANATOMY AND PHYSIOLOGY (PND3 REF NO: GS 38/22)</u> Component: KwaZulu-Natal College of Nursing - Grey's Campus
<u>SALARY</u>	:	Grade 1: R588 390 per annum, plus 13 th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Grey's Campus, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Proof of Current Registration 2022 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accouchers and Community. Post Basic qualification in Nursing Education and Nursing Management/Health Science Management registered with the South African Nursing Council (SANC) A post registration qualification in Nephrology Nursing Science (R635) PLUS A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Recommendation: Masters' Degree in Nursing An unendorsed valid RSA Drivers License (Code EB) N.B.: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes related to Nephrology Nursing Science Possess knowledge of the relevant Legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Co-ordinate provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of students. Supervise and Coordinate the implementation of R.635 programme (Nephrology Nursing Science) including teaching and learning and assessment of R171 and R425 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.
<u>ENQUIRIES</u>	:	Mrs. B.E Shezi- Grey's Campus Principal Tel No: 033- 8973508
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but <u>must</u> submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for This Post Is: African Male, Indian Male, White Male, Coloured Male
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/238</u>	:	<u>ASSISTANT MANAGER NURSING (GENERAL) REF NO: NKAH 01/2022</u> Re Advertisement
<u>SALARY</u>	:	R571 242 - R662 223 per annum
<u>CENTRE</u>	:	Nkandla Hospital (Nursing)
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Proof of registration with SANC as General Nurse and Midwife, A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which at least three(3) years of this period referred to above must be appropriate / recognizable experience at a management level. Current SANC receipt (2022), Proof of previous and current experience endorsed and stamped by Human Resource Department, Ability to implement National Core Standard,

Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards, Basic computer literacy to enhance service delivery, Effective communication with patience, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery, Knowledge of labour relations and disciplinary procedures, Basic understanding of HR and financial policies and practices, Planning, organizing, leading controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES

: Exercise overall control of all resources within the department, especially in general wards i.e general female and Male wards including TB Wards, Identify needs, formulate Health Care Programme and oversee implementation thereof, Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained, Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics, Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources, Ensure proper use and control of all resources under his/her control, ensuring that operations remain within the budget, Willing to improve in order to manage in changing health environment, Ensure compliance with National Core Standards in Department under his/her authority, Monitor and supervise staff performance, Initiate and conduct audit in all allocated units, Assist with relief duties in other departments where the AMN concerned is off duty/ leave, Work as a relief Matron for both day and night duty.

ENQUIRIES APPLICATIONS

: Mrs. NP Kunene Tel No: 035 833 5000 ext: 5047
: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855
Human Resource Manager

FOR ATTENTION NOTE

: The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. NB preference will be given to African male and people with disabilities.

CLOSING DATE

: 29 July 2022

POST 26/239

: **PNB 3 OPERATIONAL MANAGER NURSING (PHC SUPERVISOR) REF NO: SMH03/2022**

SALARY

: R571 242 per annum, plus 12% rural allowance. Other Benefits: 13th cheque, Medical Aid (optional), Home Owners Allowance (T & C apply)

CENTRE REQUIREMENTS

: ST Margaret CHC
: Senior Certificate or equivalent qualification plus; Basic R425 qualification i.e Degree/Diploma in Nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus; Registration Certificate with SANC as Professional Nurse. A Post Basic Nursing qualification in Primary Health Care with a duration of at least one year, accredited with the South African Nursing Council in PHC plus; Registration Certificate with SANC for PHC qualification; A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 5 years of the period referred to (as 9 years recognizable experience) must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. Current proof of registration with SANC for 2022. NB: All shortlisted candidates will be required to provide certified copies of educational qualifications, (Diploma and registration certificates with SANC), Identity document, SANC 2022 receipt, and proof of experience (Not Z17) endorsed by HR office indicating clearly in details periods of experience and roles). Knowledge, Skills and Competencies required for the post. In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; e.g. Nursing Act, Health Act; Occupational Health and Safety Act, Patient Right's Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy; Basic understanding of Human Resources and financial policies and practices; Effective Communication skills with stakeholders; Teamwork, and report writing skills; Leadership, organizational, decision making and problem solving abilities; Diversity

	Management and Change Management; Interpersonal Relations and Basic Computer skills.
<u>DUTIES</u>	: Provides primary health care supervision, monitoring and evaluation of systems for all clinics under St Margaret CHC. Ensures clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by St Margaret Community Health Centre. Promotes quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic and national core standards initiatives prioritization. Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensures that risks and hazards are identified and dealt with accordingly in line with departmental imperatives.
<u>ENQUIRIES</u>	: Dr. BP Sosibo St Margaret CHC – CEO Tel No: 0392599922
<u>APPLICATIONS</u>	: All applications must be directed to: St Margaret Hospital, and Private Bag x 517, Umzimkhulu, 3297 Or hand deliver to St Margaret Hospital's Human Resource Component at Clydesdale Location, Umzimkhulu.
<u>FOR ATTENTION</u>	: Mr TL Nzimande
<u>NOTE</u>	: The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - (New Z83 form). (b) Comprehensive Curriculum Vitae, (c) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Copies of certified copies will disqualify candidates. (b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from previous and current employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates will be required to provide certified copies of educational qualifications, proof of registration with Health Professional Council (if applicable), Certified copy of identity document, proof of experience indicating detailed periods of experience endorsed by HR. Failure to produce these documents will disqualify candidates shortlisted. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)
<u>CLOSING DATE</u>	: 29 July 2022 at 16h00
<u>POST 26/240</u>	: <u>OPERATIONAL MANAGER NURSING BUSINGATHA CLINIC REF NO: (EMS/04/2022)</u>
<u>SALARY</u>	: R571 240 per annum. (Other benefits: Medical Aid (Optional) 13 th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
<u>CENTRE</u>	: Emmaus Hospital
<u>REQUIREMENTS</u>	: Senior Certificate (Grade 12) Diploma/ Degree in General Nurse, Midwifery, Proof of current registration with SANC, Registered as a General Nurse, Midwife and Primary Health Care A Minimum OF 9 years appropriate/ recognizable experience in the Nursing Service after registration as a Professional Nurse with SANC in General nursing of which at least 5 years must be appropriate/recognizable experience after obtaining one year post basic qualification in Primary Health Care, A valid Driver's license. Knowledge & Skills: Good unit management ,clinical competencies and policy formulation skills, Formulation of mission and objective of the Human resource Management ability to supervise, Sound knowledge of nursing care delivery approaches.
<u>DUTIES</u>	: Supervise and develop all practice and system deliver a comprehensive ,integrated Primary Health Care for all sectors of the community, Ensure the development and review a Community profile to ensure focused emphasis on the health promotion and prevention ,Management of Human resource ,with regard to occupation health and

safety aspects, and material resource allocated to the clinic and efficient by appropriate planning, budgetary and procurement inputs, staff development supervision and appraisal., Undertaken monitoring and evaluation function at clinic and catchment area, Ensuring a verified data return, analysis of data for local use and if required plan and implement corrective actions provided on information to the staff and community, Undertake comprehensive supervision TO monitor staff and system functions and provide the District with accurate report, Deal with disciplinary issues, grievance and other Labour issues including monitoring and managing absenteeism, Effective participation in Operation Sukuma Sakhe (O.S.S), Implementation of ROR and HPRS system, establish, monitor and update reports-operational plan , target – setting tool and quarterly reports, EPMDS for each staff member and submit on time, Monitor indicators and develop Q.I.P'S for improvement, Effective management of resource, development and monitoring of control measures, Implementation of ETR and TIET.Net Effectively, Ensure nerve center reports and Q.I.P'S to improve.

<u>ENQUIRES APPLICATIONS</u>	:	Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV ONLY (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	29 July 2022 at 16:00
<u>POST 26/241</u>	:	<u>ASSISTANT DIRECTOR PHYSIOTHERAPY REF NO: AD PHSIO 01/2022</u> Component: Physiotherapy
<u>SALARY</u>	:	R525 087 - R582 771 per annum. Other Benefits: Plus 13 TH Cheque, Medical Aid (Optional), Homeowner Allowance (Employee Must Meet the Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital
	:	Grade 12/Senior Certificate. Degree in Physiotherapy. Certificate of registration with HPCSA. Proof of current registration with the Health Professions Council of South Africa as a Physiotherapist (2022). Plus a minimum of five (5) years' work experience of which At least 3 years' experience must be as a supervisory nature in Physiotherapy Plus Unendorsed Valid Code B drivers Licence (Code 08). NB All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the current/previous employer. Knowledge, Skills, Training and Competencies Required Excellent knowledge and expert skill in physiotherapy, diagnostic and therapeutic procedures: knowledge of the scope of other rehabilitation professions: excellent knowledge in rehabilitation equipment, assistive devices and relevant consumables. Sound knowledge and skills of institutional administrative tasks. Excellent knowledge and skill in medico legal report writing Knowledge of medico legal procedure related to rehabilitation. Knowledge of all current legislation related to physiotherapy e.g. scope, acts, guidelines, etc. Good knowledge of current research and development. Excellent management and supervisory skills for both staff and students. Excellent interpersonal and communication skills. Excellent problem solving and analytical skills for patient care and management. Ethical reasoning in clinical and human resource management. Good leadership skills, flexible, innovative, resourceful and creative with excellent organizational and time management skills. Good IT knowledge and skills excel, word and power point.
<u>DUTIES</u>	:	Overall management of the allied medico legal services for the hospital. Monitor and coordinate rehab services (Physio, OT, speech, audio) and other relevant services for all medico legal patients, private practitioners, drainage hospitals and legal services as needed. Ensure coordinated bookings for lodging, assessment, treatment, block therapy, NGO consults, legal consults and other medical professional consults. Manage a case load, assess and treat patient when indicated and provide an expert opinion on

rehabilitation services. Audit, compile and produce comprehensive medico legal assessments, progress report and quantitative costing for all rehabilitation professions. Audits and review case progress. Liaise with the legal departmental and associated legal professionals to determine the needs of each case, evaluate opposition rehabilitation report, prepare court documents and appear in court when needed. To work with the medico legal department at head office and manage the rehabilitation needs of all allocated medico legal clients. To make referrals and appointments to all relevant medical professional and other role players as directed by assessing and treating rehabilitation staff. Develop strategic and operational planning for the medico requirements of the service and the patients with respect to the assistive devices and other service needs. Develop policies, clinical guidelines, operational procedures and quality assurance processes for the medico legal services and ensure cost effective interventions and outcomes. To supervise all staff and students allocated to the service and ensure effective staff utilization. Ensure comprehensive training programme with research and analysis for the medico legal services. Perform Management and Peer review programme PMDS: sign annual performance agreements, complete quarterly, half yearly and annual assessments. Effective, efficient and economical management of resources of the unit. Develop strategic and operational plans in line with the norms and standards and ideal hospital framework as per Office of Health Standards Compliance (OHSC). Co-ordinate compilation of accurate and detailed medical reports as required in the work environment in line with scope of practice.

<u>ENQUIRIES</u>	:	Dr. M.E Pule Tel No: 036- 6372111
<u>APPLICATIONS</u>	:	Applications to be posted to: The Hospital CEO (Applications) Ladysmith Regional Hospital Private Bag X9 Ladysmith 3370 Or Hand Delivered To: 36 Malcolm Road Hospital Park Ladysmith 3370
<u>NOTE</u>	:	NB. The applicant must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and highest required qualification as well as a driver's license where necessary, will be only submitted by shortlisted candidates to HR on the day of the interview date.
<u>CLOSING DATE</u>	:	12 August 2022
<u>POST 26/242</u>	:	<u>CLINICAL PROGRAMME COORDINATOR – IPC REF NO: GAM CHC 8/2022</u>
<u>SALARY</u>	:	R450 939 per annum. Other Benefits 13 th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance
<u>CENTRE</u>	:	Gamalakhe Community Health Care Centre
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Profession Nurse. Registration with SANC as Professional Nurse and Midwife Proof of current registration (2022 receipt) Computer literacy in Microsoft and Excel A minimum of 07 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General nursing. Proof of previous and current work experience endorsed and stamped by Human Resource Department. Recommendations: Certificate in infection Prevention and Control. Valid Driver's license –please note it is imperative that the successful candidate has a valid driver's license as he/she will be travelling regularly to clinics and district office. Knowledge Skills and Competencies: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills. Basic financial management skills. Knowledge of Human Resource Management. Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Knowledge about Norms and Standards/Ideal clinic related to Infection Prevention & Control.
<u>DUTIES</u>	:	Facilitate appointment and review of Infection and Prevention committee members. Conduct monthly Infection and Control meetings. Draw and review implementation of the IPC vision and mission. Compile annual institutional infection prevention and control procurement plan. Facilitate procurement of infection control equipment and other resources in the institution. Review and implement IPC plan and IPC Programme annually and monitor progress on quarterly basis. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Conduct IPC and COVID 19 audits, identify gaps, collate and coordinate formulation of Quality improvement plans for identified gaps Providing technically support development of training materials, information sheets on IPC and COVID 19 protocols and guidelines relating to IPC Develop and implement in-service trainings and orientation induction programme for clinical and non-clinical staff Provide advice, education and support to frontline health workers regarding COVID 19 protocols and guidelines. Develop basic tools for monitoring IPC standards and COVID 19 related IPC indicators and data collection tools

Monitor and evaluate COVID 19 related statistics and report to institution's management and district level. Conduct hygiene inspections in all departments and monitor implementation of action plans. Monitor management, notification and reporting of communicable diseases. Ensure timeous submission of daily, monthly and quarterly reports to relevant stakeholders. Monitor availability and proper management of IPC resources and supplies. Ensure preservation of a safe and therapeutic environment. Monitor the cleaning and disinfection of the equipment and environment. Monitor proper waste management. Conduct weekly, monthly and random hygiene inspections.

ENQUIRIES : Mr M Njomi Tel No: 039 318 1113
APPLICATIONS : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249
FOR ATTENTION : Human Resource Department
CLOSING DATE : 29 July 2022

POST 26/243 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE & IPC) REF NO: NKAH 02/2022**

SALARY : R450 939 per annum
CENTRE : Nkandla Hospital (Monitoring & Evaluation)
REQUIREMENTS : Senior certificate (Grade 12), A minimum of seven years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, Proof of current registration with the SANC in general Nursing 2022, Valid driver's license, Proof of previous and current experience endorsed and stamped by Human Resource Department(certificate of service), Report writing skills, Financial management, Strong interpersonal, communication and presentation skills, An understanding of the challenges facing the public health sector, Ability to make independent decisions, Ability to translate transformation objectives into practical plans, Ability to prioritize issues and other work related matters and to comply with the frame, Proven initiative, decisiveness and to acquire new knowledge swiftly.

DUTIES : Co-ordinate all aspects of norms and standards programme, including assessment and activities to achieve norms and standards, Co-ordinate peer review assessment, visit facilities and maintain report of such visits activities, Ensure all facilities develop Quality Improvement Plans and submit monthly quarterly and annual reports, Provide training and update non –clinical governance programme, Ensure clinical and nursing audits are conducted to evaluate patient care, Ensure all facilities conduct patient experience of care survey, Co-ordinate Batho-Pele principles and clinical governance programme, Support all facilities to ensure the attainment of quality compassionate patient care, Ensure planning, co-ordinate, implementation, monitoring and evaluation of infection and control programmes co-ordinations, Supervise and strengthen the IPC services for patient, staff and visitors, Manage IPC committee and maintaining of cleanliness in the hospital and clinics, Support, assist and advice management of IPC policies and guidelines, Prevent communication disease including EPI diseases, To conduct ideal Audit Assessment and National Core Standard Audit Assessment.

ENQUIRIES : Ms NG Dimba Tel No: 035 833 5000 ext: 5049
APPLICATIONS : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855
FOR ATTENTION : Human Resource Manager
NOTE : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
CLOSING DATE : 29 July 2022

POST 26/244 : **CLINICAL NURSE PRACTITIONER REF NO: NKAH 03/2022**

SALARY : Grade 1: R388 974 – R450 939 per annum, Plus 8% rural allowance
 Grade 2: R478 404 - R588 390 per annum, Plus 8% rural allowance
 Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements
CENTRE : Mpandleni Clinic (School Health)
REQUIREMENTS : Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery, A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care, Current SANC receipt (2022), Proof of previous and current experience endorsed and stamped by Human Resource Department. **Grade 1:** A minimum of four (04) years appropriate /

recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care, Basic computer literacy to enhance service delivery, Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery, Knowledge of labour relations and disciplinary procedures, Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

DUTIES : Provide comprehensive Primary Health Care services to all learners in their catchment population, Attend to assessment and immunization campaign required by the Department of Health, Treat, and screen, educate and refer the learners accordingly, Attend to programmes and monthly statistics, Responsible for smooth running of the programmes in the schools

ENQUIRIES : Mrs. BW Motloung Tel No: 035 833 5000 ext 5080

APPLICATIONS : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

FOR ATTENTION : Human Resource Manager

NOTE : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 29 July 2022

POST 26/245 : **CLINICAL NURSE PRACTITIONER REF NO: NKAH 04/2022**

SALARY : Grade 1: R388 974 - R450 939 per annum, Plus 8%rural allowance
Grade 2: R478 404 - R588 390 per annum, Plus 8%rural allowance
Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements

CENTRE : Nkandla Hospital (Hast)

REQUIREMENTS : Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery, A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care, Current SANC receipt (2022), Proof of previous and current experience endorsed and stamped by Human Resource Department. **Grade 1:** A minimum of four (04) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care, Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care, Basic computer literacy to enhance service delivery, Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery, Knowledge of labour relations and disciplinary procedures, Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility, provide quality comprehensive community health care, Provide educational services, Evaluate and follow-up patients during clinic visits, Initiate treatment, implementation of programmes

and evaluations of patient's clinical conditions, Promote scientific quality nurse care, Administrate and control medication, responsible for individual consultation sections and identification of community needs. Render ANC services and conduct deliveries.

**ENQUIRIES
APPLICATIONS**

: Mrs BW Motlounge Tel No: 035 833 5000 ext 5080
: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital, Private Bag X102, Nkandla, 3855

NOTE

: The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE

: 29 July 2022

POST 26/246

: **CLINICAL NURSE PRACTITIONER (GATE CLINIC) REF NO: (EMS/ 05/2022)**

SALARY

: Grade 1: R388 974 per annum
: Grade 2: R478 404 per annum
: Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Emmaus Hospital
: Grade 12/ Standard 10 Basic R425 Qualification (i.e. Diploma/Degree) in General Nursing with Midwifery registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery Post Basic Diploma in Clinical Nurse SANC as a General and Primary Health Care SANC receipt. Experience **Grade 1:** Minimum of four years (4) years appropriate recognizable in nursing after registration as professional nurse with the SANC in General nursing plus Clinical Nursing Science. **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. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients' Right Charter, Labour Relations Act, Grievance procedure ect. Leadership ,organizational decision making and problem solving, conflict Handling and counselling, Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment Work as a part a multi-disciplinary tem to achieve vision of GATE Clinic Report writing and tome management Ability to provide mentoring and couching to her / his supervisees. Good communication and interpersonal skills. Ability to work under pressure. Knowledge of National Core Standard, six key priorities and seven domains NIMART training will be an advantage.

DUTIES

: Provision of comprehensive Primary Health Care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patients' supervisors and other clinics including repots writings monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care. To ensure that the Batho Pele principles are implemented. Ensure increase accessibility of health services to all community members including staff. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID – 19 management according to protocols and policies.

**ENQUIRIES
APPLICATIONS**

: Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.

**FOR ATTENTION
NOTE**

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

with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

<u>CLOSING DATE</u>	:	29 July 2022 at 16:00
<u>POST 26/247</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: NKAH 05/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum, Plus 8% rural allowance Grade 2: R478 404 - R588 390 per annum, Plus 8% rural allowance Benefits: Plus 13 th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Nkandla Hospital (Chwezi Clinic)
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12). Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery. A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care. Current SANC receipt (2022), Proof of previous and current experience endorsed and stamped by Human Department. Grade 1: A minimum of four (04) years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognisable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Knowledge skills and competencies: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery Knowledge of labour relations and disciplinary procedures Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and Nursing standards as determined for a primary health care facility provide quality comprehensive community health care, Provide educational services, Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nurse care. Administrate and control medication, responsible for individual consultation sections and identification of community needs. Render ANC services and conduct deliveries.
<u>ENQUIRIES</u>	:	Mrs BW Motloung Tel No: 035 833 5000 ext.: 5080
<u>APPLICATIONS</u>	:	All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	The applicants <u>must include only</u> completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. NB: Preference will be given to African Male and people with disabilities.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/248</u>	:	<u>LECTURER (PND 1 OR PND 2) REF NO: NGWE COL 02/2022 (X5 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R388 974 (PND1) per annum R478 404 (PND 2) per annum
<u>CENTRE</u>	:	Empangeni
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 PLUS A Diploma/Degree in Nursing, Community, Psychiatry and Midwifery. A post registration qualification in Nursing Education and Nursing Administration registered with South African Nursing Council (SANC). Current

	registration with SANC 2022. Unendorsed valid Code EB driver's licence (code 08) PND 1 – A minimum of four (4) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. PND 2 - A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) of the above must be appropriate / recognizable experience in Nursing Education.
<u>DUTIES</u>	: Provide teaching and learning of R425 and R171 programmes. Provide effective and efficient clinical training of student nurses. Facilitate clinical learning exposure of students. Support the vision and mission statement to promote the image of the campus. Implement assessment strategies to determine student competencies. Exercise control over students. Implement the quality assurance programmes.
<u>ENQUIRIES APPLICATIONS</u>	: Dr TE Matsane on Tel No: 035-901 7094 : The Principal, Department of Health, Ngwelezana Campus, Private Bag x20016, Empangeni, 3880. Hand delivered application may be submitted at Ngwelezana Campus Admin Block, Thanduyise Road next to Police Station, Ngwelezana Township, Empangeni, 3880.
<u>FOR ATTENTION NOTE</u>	: Dr TE Matsane : Application for employment Form (Form Z83 New Version), which is obtainable at any government Department OR from the website – www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but <u>must</u> submit the form Z83 and a detailed Curriculum Vitae. Qualifying candidates will be assessed based on information provided. The reference number must be indicated in the column provided on the Z83. Persons with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Appointments are subject to the positive outcomes to the following checks: (Security Checks, Credit records, qualifications, citizenship and previous experience verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the KwaZulu-Natal College of Nursing Campuses that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department.
<u>CLOSING DATE</u>	: 05 August 2022
<u>POST 26/249</u>	: <u>LECTURER- CLINICAL FACILITATOR GR1, GR 2 REF NO: GS 37/22 (X1 POST)</u> Component: KwaZulu-Natal College of Nursing - Grey's Campus
<u>SALARY</u>	: Grade 1: R388 974 per annum Grade 2: R478 404 per annum Plus 13 th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	: Grey's Campus, Pietermaritzburg : Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing, Midwifery and Community Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Proof of Current Registration with the South African Nursing Council (SANC) 2022 Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2). Recommendation: Master's Degree in Nursing Unendorsed valid Code EB driver's license (code 08) Knowledge, Skills and Experience: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and process related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management. Possess good communication and interpersonal skills. Willingness to travel.
<u>DUTIES</u>	: Provide an effective and efficient clinical training of student nurses in the R171, R425 and Post Basic Nursing Programmes Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of student nurses between the Campus and Clinical areas. Implement assessment strategies to determine student nurses' competencies. Exercise control over student nurses Implement the quality

management system for Nursing Education Institution. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.

ENQUIRY APPLICATIONS : Mrs. B.E Shezi- Grey's Campus Principal Tel No: 033- 8973508
FOR ATTENTION NOTE : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
 : Mrs M Chandulal
 : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for This Post Is: African Male, Indian Male, White Male, Coloured Male
CLOSING DATE : 29 July 2022

POST 26/250 : **ASSISTANT DIRECTOR: SCM REF NO: GS 35/22**
 Component: Supply Chain Management

SALARY : R382 245 per annum, Plus 13th Cheque, Medical Aid (Optional and Housing Allowance) Employee must meet prescribed conditions

CENTRE REQUIREMENTS : Greys Hospital: Pietermaritzburg
 : Senior Certificate (Grade 12) Plus Degree/ Advance Diploma NQF level 7 in Business Management/ Public Management/Supply Chain Management Plus 3 to 5 years supervisory experience in Supply Chain Management a Finance Management environment. Knowledge, Skills and Experience: Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts Good verbal and written communication skills Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation Sound knowledge of Warehouse/Logistic Management Ability to work under pressure and team player Good Organizational, planning, and team building skills Ability to uphold confidentiality Ability to plan, organize and meet deadlines. Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel Experience in dealing with different components (Demand, Logistics, Warehouse, Acquisition, Assets) of Supply Chain Management Knowledge of computerized LOGIS Stores System Valid code EB Driver's License (code 8)

DUTIES : Key Performance Areas: Develop, implement and monitor measures designed to optimise the management of Supply Chain Processes in terms of Procurement /Supply chain management Act and PFMA. Maintain adequate availability of stock. Ensure effective management of contracts as per prescribed regulations. Safekeeping of all equipment, stock and confidential information within the department. Assess performance of staff on a regular basis and in terms of an accepted performance appraisal instrument. Implement discipline in accordance with laid down procedures. Supervise personnel in Demand, Acquisition Logistics and Assets component. Prepare and submit annual procurement plans. Co-ordinate stock taking and updating of the asset register. Ensure that all monthly reports are compiled and submitted timeously. Ensure that market analysis is done for goods/services. Ensure that good filing system is in place for audit purpose. Co-ordinate and provide in-service training for staff on Policies and Procedures.

ENQUIRIES APPLICATIONS : Mrs B.G. Anderson Tel No: 033 8973368
FOR ATTENTION NOTE : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
 : Mrs M Chandulal
 : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, Indian Male, White Male or Coloured Male
CLOSING DATE : 29 July 2022

POST 26/251 : **LAUNDRY MANAGER REF NO: GS 33/22**
 Component: Facilities Management

SALARY : R211 713 per annum, (Level 06), Plus 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee Must Meet Prescribed Requirement)

CENTRE REQUIREMENTS : Pietermaritzburg
 : Senior Certificate (Standard 10/Grade 12) 1-2 years appropriate Clerical / Administrative experience. Knowledge, Skills and Experience: Knowledge of Public Service Policies Act and Regulations. Ability to liaise with all levels of staff. Knowledge of EPMDS, GEPP etc. Communication and interpersonal Skills. Knowledge of laundry procedures

Knowledge of health and safety requirements Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Valid drivers licence.

DUTIES

: Manage laundry staff in the linen and laundry rooms. Maintain a healthy and safety working environment Responsible for the maintenance and repair of laundry equipment. Maintain adequate, appropriately trained staff with regards to laundry procedures, equipment operation procedures, repair or marking of linen and clothing, cleanliness and infection control and safe use of equipment. Control and monitor levels of supplies. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Provide sound labour relation that will enable the component to deliver quality services.

ENQUIRIES

APPLICATIONS

: Mr P Mkhize Tel No: 033 897 3316
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target For This Post Is African Male, Indian Male, White Male, Coloured Male

CLOSING DATE

: 29 July 2022

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za
<u>CLOSING DATE</u>	:	29 July 2022
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be 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, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

<u>POST 26/252</u>	:	<u>EMERGENCY MEDICAL SERVICE OPERATIONAL MANAGER NO: NCDOH 114/2022</u>
<u>SALARY</u>	:	R884 644 per annum, (TCE Package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A valid driver's licence. Good organizing skills, ability to perform routine tasks, ability to operate a computer and interpersonal skills. Successful completion of the following courses or one of the following qualifications that allows registration with the HPCSA as Paramedic Critical Care Assistant (CCA) program Recognized National Diploma in Emergency Medical Care Recognized B-tech degree in Emergency Medical Care. Registration with the HPCSA as Paramedic or Emergency Care Practitioner (ECP) Experience: 3 experience after registration with the HPCSA as Paramedic or Emergency Care Practitioner.
<u>DUTIES</u>	:	Effective and Efficient operational management of Emergency Medical Services. Effective, efficient and sustainable financial resource planning and control. Policy implementation. Effective, efficient and sustainable human resource management and planning. Functions as an on-line supervisor, monitoring District operations to ensure the delivery of quality and cost effective service. This would include but not be limited to appropriate vehicle utilization and efficient in-service times for crews. Monitors operations to ensure that all Districts comply with EMS Regulations, policies and procedures. Assures that all Districts are compliant with licensing and certification requirements both Clinical and non-clinical. Regularly oversees vehicle stocking to ensure they meet or exceed state requirements in regards to maintenance, equipment, supplies and cleanliness. Conducts oversight on Incident Reports and Accident Reports as required. Coordinates and oversees the EMS procurement process. Implements EMS program goals and objectives. Oversees administration of the EMS inter local Agreement with different Stakeholders. Monitor Expenditure and forecasting funds on the EMS annual budget. Investigates complaints. Oversees emergency vehicles, equipment, and supplies inspections for compliance. Ensures compliance with EMS Regulations, ordinances, and regulations. Interact regularly with involved jurisdictions, boards, committees, councils and the communication/dispatch centre to identify and resolve problems and seek appropriate creative solutions. Administers the statistical

analyses of response time data to evaluate system effectiveness. Prepare oral and written reports. Coordinate communications on audit reports. Participates in evaluating and analysing quality assurance programs for pre-hospital medical care; attend quality assurance meetings; evaluate data and make recommendations. Recommends, develops and implements program and policy changes relating to EMS. Assist, represent and advise the Director on issues related to EMS. Application of Emergency Medical Services knowledge and expertise in program oversight including broad knowledge of up-to-date trends, technology, regulations and laws. Develops and presents related reports and proposals to the CRESA Administrative Board, Emergency Medical Services Administrative Board, management team, user agencies, vendors and other interested stakeholders. Represents EMS and/or division at meetings; serves on committees as requested. Provides information and assistance to other departments, outside agencies, and the public on assigned functions. Performs related duties as assigned.

ENQUIRIES

: Mr M Ntintelo Tel No: 053 831 2884

POST 26/253

: **DEPUTY DIRECTOR LABORATORY SERVICES REF NO: NCDOH 04/2022**
Re-Advertisement (previous candidates does not have to re-apply)

SALARR
CENTRE
REQUIREMENTS

: R870 423 per annum, (TCE Package)
: Provincial Office Kimberley
: Bachelors degree/diploma in Medical Technology. Registration as a Medical Technologist with HPCSA. Experienced Medical Technologist with management experience and familiar with policy development and analysis, monitoring and evaluation of laboratory and blood services. Experience and/or qualification in management. At least 8-10 years post registration experience at middle management level. Experience must include quality assurance, monitoring and evaluation and financial management. Extensive knowledge of laboratory and blood services policies and guidelines. Extensive knowledge of the District health system, Sound knowledge of the national health Act. National Health Laboratory Services Act, Public Finance Management Act and its regulations. Public Service Act, human Tissue Act and Labour Relations Act, Facilitation communication report writing and computer skills. Valid Driver's licence code 8 and will to travel.

DUTIES

: Manage laboratory and blood services for the province. Ensuring standard compliance as part of Service Level Agreement (SLA) management for appropriate utilization of laboratory to quality Standards by service providers (NHLS and SANBS). Developing systems that responsive to the Laboratory and blood services needs of the province. Develop and implement guidelines in the Use of laboratory and blood services. Promoting integration amongst internal and external Stakeholders. Advise on systems to improve efficiency and Developing a monitoring and Evaluation system for laboratory and blood services. Develop reporting system to ensure that Services are used efficiently. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Managing laboratory and blood services resources. Financial to ensure effective implementation of services by managing HIV/TB Conditional Grants and Equitable Shares budgets expenditure. Analyse Monthly Summary Reports on usage of Laboratory services in order to advise and implement a system to effectively monitor payments of accounts. Ensure that laboratory services remains supportive of health priority diseases, e.g. TB, HIV/AIDS, etc. Oversee the implementation of electronic Gate Keeping in the Province to ensure rational use of laboratory services and reduce expenditure. Conduct regular utilization reviews, including analysis of expenditure of laboratory and blood services. Monitor expenditure trends, service trends and tariff increases.

ENQUIRIES

: Ms S Katz Tel No: (053) 8300 628/524

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
<u>CLOSING DATE</u>	:	05 August 2022
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position.

OTHER POSTS

<u>POST 26/254</u>	:	<u>DEPUTY DIRECTOR: OPERATIONS AND BACKUP REF NO: NWP/OOP/2021/37</u> Job Purpose: To manage and administer storage backup environment in the NWPG
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three year National Diploma/ degree in Information Technology and/ or equivalent (NQF Level and Credits). 6-7 years relevant Information Technology operations experience of which 3 years must be at Assistant Director Level. Knowledge, Skills and Competencies: Current IBM mainframe systems in use by NWPG, IT infrastructure. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Leadership, Organizing, Conflict management, Time management, Adaptability, Communication, Planning and organizing, Facilitation, Conflict resolution and Problem solving.
<u>DUTIES</u>	:	The management of mainframe operations and storage facilities. Facilitate the provision of salary reports and document distribution. The monitoring and performance evaluation of mainframe environment. The monitoring and evaluation of disaster recovery plan. The provision of backups and restores. Contract management of Back storage environment.
<u>ENQUIRIES</u>	:	Mr. M.D.A Matshidiso Tel No: (018) 388 4145
<u>POST 26/255</u>	:	<u>ASSISTANT DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2022/39</u> Re Advertisement (Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions) Purpose: To facilitate and monitor the implementation of collective bargaining Process in the NWPG
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three year appropriate tertiary qualification in Labour Relations at NQF level 6 and/or equivalent qualification (NQF Level and Credits). 3-5 years relevant experience in labour

	relations matters of which 2 years supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. A valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service labour relations policies, prescripts, practices and related fields, knowledge of Labour Legislation Research Methodology, Dispute resolution, Project Management, Training in presentation and facilitation skills, Human Resource Management, Managing Performance and Supervision. Ability to work under pressure, good verbal and writing skills, ability to negotiate, develop and management of related projects.
<u>DUTIES</u>	: Coordinate meetings of the provincial Labour Relations Practitioners' forums. Provide support to the departments in matters involving conflicts and/ or disputes. Generate opinions and/ or advice as requested by departments or when the need arises. Conduct mediation, facilitation in pursuit of either preventing conflict or managing them. Disseminate contemporary labour relations information including landmark courts judgement as handed down by courts. Ensure departmental compliance with collective agreements, applicable legislation and policies. Provide advisory services to Heads of Department, supervisors and employees across the Departments.
<u>ENQUIRIES</u>	: Mr D.M Kgame Tel No: (018) 388-3617 or BS Malwane Tel No: (018) 388-371
<u>POST 26/256</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2021/42</u> Job Purpose: To provide administrative Supply Chain services
<u>SALARY</u>	: R321 543 per annum (Level 08)
<u>CENTRE</u>	: Mmabatho
<u>REQUIREMENTS</u>	: Three year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Good analytical and presentation skills, Self - management and motivation, Knowledge on the relevant legislation / policies / prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills and Basic written communication skills.
<u>DUTIES</u>	: Supervise the Provision of general clerical support services; Oversee recording, organising, storing, capturing and retrieving of correspondence and data. Ensuring that registers and statistics are updated. Handling routine enquiries. Make photocopies and receive or send facsimiles. Ensuring Distribution of documents/packages to various stakeholders as required. Typing letters and /or correspondence when required. Maintaining the incoming and outgoing document register of the component. Supervise the Provision of supply chain clerical support services within the component; ensure liaising with internal and external stakeholders in relation to procurement of goods and services. Ensure Obtaining of quotations, complete procurement forms for the purchasing of standard office items. Monitoring Stock control of the office stationery. Ensuring maintaining of asset register of the component. The Provision of personnel administration support services within the Component; Maintaining a leave register for the component. Oversee maintenance of personnel records in the component. Oversee maintenance of attendance register of the component. Ensuring arrangement of travelling and accommodation. The Provision of administration support services in the component; Oversee Capturing and updating of expenditure in the component. Quality Assurance on subsistence and travel claims of officials and submit to manager for approval. Monitor the handling of telephone accounts and petty cash for the component. Human Resource Management; Handling of Job Descriptions; Management of Performance Agreement; Monitoring of Employee Performance.
<u>ENQUIRIES</u>	: Ms. T.M Mooketsi Tel No: (018) 388 4043/ Mr. M. Mothibi Tel No: (018) 388 3391

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured Males and Females, in the Department through the filling of this post's. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

<u>CLOSING DATE</u>	: 29 July 2022 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
<u>NOTE</u>	: Compliance: Applications must be submitted by using New Amended Z83 Form (81/971431) as prescribed, all fields must be fully completed and compulsory to be signed, initialed and dated and is obtainable from any National or Provincial Departments, www.gov.za. A new Z83 form should only be accompanied by a

comprehensive curriculum vitae with competencies – experience and with full names, addresses and telephone numbers of at least three names of contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. All qualifications will be verified. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority, and must furnish this Department with an evaluation certificate. Candidates must indicate the post; center and reference number on the applications. Faxed and Emailed applications will not be accepted. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. The successful candidate(s) for the above position(s) will be required to undergo personnel suitability checks, will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. The applicant previous employment background checks/reference checks will be verified through contactable referees. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. The candidates requiring additional information regarding advertised posts must direct their enquiries to the relevant person indicated. **NB:** Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

<u>POST 26/257</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: H/O 17/ 2022</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration/Social Science/Human Science or relevant qualification as recognized by SAQA. Minimum of 3 (three) to 5 (five) years' experience in strategy, governance; policy and; strategic and operational planning management of which 3 (three) years should be at Assistant Director Level. A valid driver's license. Knowledge and skills: Knowledge of the functional responsibilities of the Department and relevant legislation are essential. Knowledge of government planning policies and frameworks. Knowledge of Strategic reporting, Public Service Act, 1994, Public Service Regulations 2001, Public Finance Management Act, 1999 and Treasury regulations. Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination. Communication and strong interpersonal skills will be a prerequisite. Computer literacy, Project Management, Presentation skills, Report writing and analytical skills, communication skills.
<u>DUTIES</u>	:	Manage and coordinate departmental strategic planning process, and coordinate the development and maintenance of strategic policy frameworks, and Service Delivery Improvement Plan of the Department. Manage the development of Strategic Plans, Annual Performance Plans, and Operational Plans. Manage the development and implementation of departmental planning systems and procedures. Provide guidance to the department on planning processes, policy review & development, and implementation of policies. Participate in the departmental and provincial government planning processes. Participate constructively in the component and departmental meetings as required. Provide support during audits of performance information. Participate and manage the coordination of the development of departmental plans and policies. Participate in departmental and sector forums relating to performance management. Manage the coordination and interaction with other departments and stakeholders on aspects of work / issues related to the Public Works and Transport mandate. Manage subordinates according to public service human resource policies and regulations.
<u>ENQUIRIES</u>	:	Ms. H. Pretorius Tel No: 388 1254
<u>APPLICATIONS</u>	:	All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 <u>Or</u> Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	HR Recruitment - Mr. M.E Khauoe

<u>POST 26/258</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: KK04/2022 (X1 POST)</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Buildings – Electro/Mechanical – Potchefstroom
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or Registration as an Engineering Technician. A valid Driver's license. Six (6) years appropriate experience. Experience in social facilitation, community and stakeholder liaison (clients / stakeholders). Experience in conflict management Knowledge and skills: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. Numeric. Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills.
<u>DUTIES</u>	:	Manage process for identification of needs, new services and requirements for minor new work and repairs to existing work. Facilitate, co-ordinate and control implementation of new works, renovations and maintenance. Ensure relevant project documentation for new and existing structures is compiled. Manage activities of contractors and consultants. Gather and submit information in terms of extended Public works Programme. Supervise, evaluate and develop personnel in the division. Ensure the implementation of the Performance Management Development System. Ensure compliance to Public Finance Management Act (PFMA). Maintain discipline within the division.
<u>ENQUIRIES</u>	:	Mr OD More Tel No: 018 492 0516
<u>APPLICATIONS</u>	:	All applications must be forwarded to the Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 Or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom
<u>FOR ATTENTION</u>	:	Deputy Director – HR Administration Ms. S.K Maiphetlho
<u>CLOSING DATE</u>	:	29 July 2022 at 14h00
<u>POST 26/259</u>	:	<u>ASSISTANT DIRECTOR: HRD PLANNING REF NO: H/O 08/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree in Human Resource Development/Management. Three 3 years to five (5) years relevant work experience in Human Resource Development with 2 years as a supervisory level relevant field. A valid driver's license. Knowledge and skills: Knowledge and understanding of Human Resource Development legislations, prescripts and directives, Knowledge of conducting training needs analysis / skills audit, Knowledge of developing and implementing Workplace Skills Plan. Good understanding of PFMA, Public Service Act and Regulations, Occupational Health and Safety Act (OHSA). Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel). Presentation and report writing skills. Good verbal and written communication skills. Planning and Organization. Interpersonal Relations and Analytic skills. Teamwork.
<u>DUTIES</u>	:	Conduct training needs analysis (Skills Audit), develop WSP, serve as the Departmental Skills Development Facilitator, Implement Artisan Development Programme, Ensure training and development interventions are executed accordingly, Provide guidance during HRD training and awareness sessions, consolidate and provide inputs into HRD policy development and amendments, Manage the implementation of HRD policy and strategy in the department. Ensure compliance to Skills Development Legislation. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms M. Tembe Tel No: 018 388 4253
<u>APPLICATIONS</u>	:	All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	HR Recruitment - Mr. M.E Khauoe
<u>POST 26/260</u>	:	<u>ASSISTANT DIRECTOR: EXTERNAL COMMUNICATIONS REF NO: H/O 13/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng (Head Office)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) plus a Bachelor's Degree or National Diploma (NQF 6) in Communication or an equivalent qualification. 3 years' work experience in a

communications environment of which 2 years should be at a supervisory level. Valid driver's license. Knowledge and skills: Knowledge of Government processes and relevant Legislations. Ability to work long hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Ability to work under pressure. Candidate must be willing to work irregular hours. Excellent interpersonal and presentation skills. Computer literacy and use of standard software packages. Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Analytical; innovative thinking and Research skills.

DUTIES : Provide external communications support; Prepare and disseminate media statements/media alerts; Conduct media monitoring and analysis and recommend remedial actions; Provide general communication support; Provide photographic services for the departmental events/projects; Write articles and take photographs for internal and external newsletters. Assist in the management and updating of departmental social media platforms; Manage the live stream of departmental events on social media platforms.

ENQUIRIES : Ms M Tong Tel No: (018) 388 1412
APPLICATIONS : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.

FOR ATTENTION : HR Recruitment - Mr. M.E Khauoe

POST 26/261 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: H/O 18/ 2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration/Social Science/Human Science / Business Management or relevant qualification as recognized by SAQA. Minimum of 2 (two) to 5 (five) years' experience in strategy, governance; policy and; strategic and operational planning management of which 2 (two) years should be at Supervisory Level. A valid driver's license. Knowledge and skills: Knowledge of the functional responsibilities of the Department and relevant legislation are essential. Knowledge of government planning policies and frameworks. Knowledge of Strategic reporting, Public Service Act, 1994, Public Service Regulations 2001, Public Finance Management Act, 1999 and Treasury regulations. Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination. Communication and strong interpersonal skills will be a prerequisite. Computer literacy, Project Management, Presentation skills, Report writing and analytical skills, communication skills.

DUTIES : Facilitate and coordinate operational and strategic planning processes: Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Provide technical support in the compilation of strategic plan, annual performance plan and operational plan. Check alignment of the budget with strategic plan. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate printing and binding of departmental strategic plan. Coordinate the distribution of departmental strategic plan to the entire departmental staff. Facilitate the development and implementation of service delivery improvement plans and initiatives. Coordinate the development of service delivery improvement plan. Monitor implementation of the service delivery improvement plan. Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier Liaise with line function programs to identify key services that needs to be prioritized for the Service Delivery Improvement. Manage subordinates according to public service human resource policies and regulations.

ENQUIRIES : Ms. H. Pretorius Tel No: 388 1254
APPLICATIONS : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.

FOR ATTENTION : HR Recruitment - Mr. M.E Khauoe

POST 26/262 : **ASSISTANT DIRECTOR REF NO: KK 02/2022 (X1 POST)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Human Resource Development: Labour Relations (Potchefstroom)

<u>REQUIREMENTS</u>	:	Grade 12 certificate and Diploma/Degree in Labour Relations /Human Resource Management with 5 years relevant experience. A valid drivers' license. PERSAL experience would be an added advantage. Knowledge and skills: Interpretation of policies and procedures such as Public Service Act, Public Service Regulations, Skills Development Act, Labour Relations Act, Performance Management Development System, Public Finance Management Act. Public Service Resolutions. EPWP and Dispute Resolution. Computer literacy. Ability to work under pressure. Supervisory skills. Problem solving skills. Negotiation skills. Communication skills. Good interpersonal relations. Report writing skills. Ability to interact with stakeholders on various levels. Presentation skills.
<u>DUTIES</u>	:	Supervise, evaluate and development of personnel in the unit. Promote sound Labour Relations through adherence to applicable Labour Relations legislation. Management of all Labour related matters in the district and compile management reports. Undertake investigations, disciplines and grievance management. Organise hearings and compile reports. Ensure finalization of all misconduct cases. Give guidance and training on labour directives. Represent the District on Labour Forums. To compile and submit monthly, quarterly and annual reports to supervisor. Compile PMDS documents for managed. Discipline management. Ensure Occupational Health and Safety compliance. Supervision.
<u>ENQUIRIES</u>	:	Ms C Hlabatau Tel No: 018-492 0283
<u>APPLICATIONS</u>	:	All applications must be forwarded to the Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 Or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom.
<u>FOR ATTENTION</u>	:	Deputy Director – HR Administration Ms. S.K Maiphethlo
<u>CLOSING DATE</u>	:	29 July 2022 at14h00
<u>POST 26/263</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: BOJ 02/2022 (X1 POST)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	District Office (Bojanala)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree in Supply Chain Management or equivalent qualification in Finance with the relevant field. Minimum of 3 years substantial administrative work experience in Supply Chain Management with 2 years at a supervisory level in Supply Chain Management or Asset Management field. A valid driver's license. Knowledge and skills: Thorough knowledge of WALKER/BAS systems, Asset Management System, Good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management prescripts. Preferential Procurement Act of 2000. Occupational Health and Safety Act (OHSA).Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel). Presentation and report writing. Good verbal and written communication skills. Planning and Organization. Interpersonal Relations and Analytic skills. Teamwork.
<u>DUTIES</u>	:	Manage Demand and Acquisition Management unit, Manage Logistical Management unit, Inventory Management and Physical Verification of Fleet. Update asset register and personalized file of tools, Acquisition and Disposal of assets, Loss Control Management and management of the component. Manage and develop staff.
<u>ENQUIRIES</u>	:	Mr. SS Masango at 087 086 5835
<u>APPLICATIONS</u>	:	All applications must be addresses to: Human Resource Management, Department of Public Works and Roads, Private Bag x82063, Rustenburg, 0300 Or Hand deliver to Office No. 1697, Zendeling Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300.
<u>FOR ATTENTION</u>	:	HR Management - Ms P. Selekololo
<u>CLOSING DATE</u>	:	29 July 2022 (Posted Applications must have reached the Department by 15h00 pm, otherwise they will not be considered)
<u>POST 26/264</u>	:	<u>SENIOR OD PRACTITIONER REF NO: H/O 09/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualification and Experience: Grade 12 / Matric plus National Diploma/Degree in Management Services /Work Study/ Operations Management/ Industrial Psychology/ Human Resource Management/ Public Administration/ Public Management with 1- 2 years' experience in a role relating to organisational development. Valid driver's license. Knowledge and skills: Sound knowledge of the Public Service Act, Public Service Regulations, Batho-Pele Principles. Job Description guide, Job Evaluation policy and Job Evaluation System (Equate System), Operations Management Framework, CORE,

		Labor Relations Act, Knowledge of PERSAL, Knowledge of SOP mapping systems (e.g Visio, Bizarge). Computer Literate: MS Word, Excel, PowerPoint, VISIO, Internet, Report writing & Researching Skills Interpersonal and analytical thinking skills, Good communication skills (Verbal and Written), Project Management Skills, Ability to work in a team and individually and under pressure, Time management skills (organising, coordinating and planning), Good analytical skills.
<u>DUTIES</u>	:	Facilitate, review, redesign and maintain departmental organisational structure. Develop and (re) design of Job Descriptions/Profiles. Implement Collective Agreements on grade progression. Participate in Job Evaluation and implement outcomes. Conduct Business Process Management through the development and mapping of Standard Operating Procedures. Assist with change management and service delivery mechanisms. Supervision of staff/Subordinates.
<u>ENQUIRIES</u>	:	Ms B.L Nkopo Tel No: 018 388 4250
<u>APPLICATIONS</u>	:	All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	HR Recruitment - Mr. M.E Khauoe
<u>POST 26/265</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER – POLICY RESEARCH AND DEVELOPMENT</u> <u>REF NO: H/O 19/2022</u>
<u>SALARY</u>	:	R321 543per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management / Public Administration. Minimum of 2 (two) to 3 (three) years' experience in the field of research; policy development; compliance management and or project management of which 2 (two) years should be at Supervisory Level. A valid driver's license. Knowledge and skills: In-depth knowledge of the public service and relevant legislation and policy prescripts. With specific reference to the Public Service Act & Regulations, Public Finance Management Act. Research methods and tools, analytical skills and ability to interpret collected data; computer literacy, report writing and power-point presentation skills. Should have good interpersonal relations and team-worker, excellent communication skills, ability to be flexible and responsive to the demands of the work environment.
<u>DUTIES</u>	:	Support coordination of implementation of research & project evaluation activities within the Department. Facilitate stakeholders' meetings / workshops on issues related to the Sub-Directorate mandate. Participate in the Research Working Groups including other Committees in terms of the delegated responsibilities. Liaise with Programme Managers in identifying projects for research/evaluation. Ensure timeous capturing of monthly and quarterly status reports with regard to research projects conducted by the department. Responsible for administrative duties within the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms. H. Pretorius Tel No: 388 1254
<u>APPLICATIONS</u>	:	All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 <u>Or</u> Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	HR Recruitment - Mr. M.E Khauoe
<u>POST 26/266</u>	:	<u>ROAD SUPERINTENDENT REF NO: BOJ 01/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Swartruggens x1; Brits Roads Service Points x1, (Bojanala)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma or equivalent qualification (NQF level 6) in Civil Engineering or Construction Management. Six (6) years' work experience in roads maintenance / construction environment. A valid driver's license. Knowledge and skills: Knowledge and understanding of record keeping and documents management, Public Service Act, Cat B, PFMA, OHS materials standards, Roads and bridges specifications and other HR related matters. Computer literacy with applications of (MS Microsoft Suite, Power Point, Access and Excel). Planning and Organizing. Good verbal and written communication skills. Interpersonal Relations. Flexibility. Teamwork. Accuracy. Aptitude of figures.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaced such as resurfacing interval, culvert/bridge replacement, line painting, and replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment etc.). Plan and prepare a weekly and monthly site programme. Provide

	technical advice on claims against the department. Monitor and check the quality of work done by contractors/ maintenance team. Manage and develop staff.
<u>ENQUIRIES</u>	: Mr. GS Matau at 087 086 6131
<u>APPLICATIONS</u>	: All applications must be addresses to: Human Resource Management, Department of Public Works and Roads, Private Bag x82063, Rustenburg, 0300 or Hand deliver to Office No. 1697, Zending Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300.
<u>FOR ATTENTION</u>	: HR Management - Ms P. Selekolo
<u>CLOSING DATE</u>	: 29 July 2022 (Posted Applications must have reached the Department by 15h00 pm, otherwise they will not be considered)
<u>POST 26/267</u>	: <u>ARTISAN FOREMAN GRADE A REF NO: KK03/2022 (X3 POSTS)</u>
<u>SALARY</u>	: R308 826 per annum, (OSD)
<u>CENTRE</u>	: Buildings: Witrand Hospital (X1 Post) Potchefstroom Hospital (X1 Post) Klerksdorp Hospital (X1 Post)
<u>REQUIREMENTS</u>	: Appropriate Trade Test Certificate as a Fitter/Electrician or Plumber. Must be conversion with boiler operation. Boiler Operators certificate added advantage. Valid driver's license. At least five (5) years' experience post qualification experience. Knowledge and skills: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance and Boiler operations. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.
<u>DUTIES</u>	: Perform and / or supervise operation and maintain services. Supervise and produce design according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test/repair equipment according to specification. Service equipment and facilities according to schedule. Quality assure serviced and maintained equipment and facilities. Update register of maintained and repaired faults. Obtain quotations and purchase required equipment and material. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Compile work plans and evaluate subordinates in terms of Performance Management Development System. Ensure OHS compliance. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	: Mr OD More Tel No: 018 492 0516
<u>APPLICATIONS</u>	: All applications must be forwarded to the Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 Or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom
<u>FOR ATTENTION</u>	: Deputy Director – HR Administration Ms. S.K Maiphetlho
<u>CLOSING DATE</u>	: 29 July 2022 at 14h00

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

CLOSING DATE
NOTE

: 01 August 2022
: Only applications submitted online 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 DPISA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA 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 26/268

: **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES**
: **REF NO. AGR 28/2022 R1**

SALARY

: R1 269 951 per annum (Level 14), (all-inclusive salary package). Please note that the remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE
REQUIREMENTS

: Department of Agriculture, Western Cape Government
: Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Ph.D in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

DUTIES

: Strategic Management; Line function management; and Administrative management (financial, personnel and supply chain).

ENQUIRIES
APPLICATIONS

: Dr I Trautmann Tel No: (021 808 5012)
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 26/269 : **REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES (ELSENBURG) REF NO: AGR 37/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Registry duties, practices and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Skills in the following: Proven computer literacy; Planning and organisation; Written and verbal communication; Interpersonal relations; Flexibility; Teamwork.

DUTIES : Manage and retrieval of Information and safekeeping of records both paper-based and electronic; Sorting of incoming mail; Maintenance of the filing system; Sorting and sending of incoming and outgoing courier parcels.

ENQUIRIES : Ms A Hanise at Tel No: (021) 808 5116
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 26/270 : **ACCOUNTING CLERK: ACCOUNTS AND BAS ADMINISTRATION, REF NO. AGR 38/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Basic Accounting System; Public Finance Management Act; National Treasury Regulations and Provincial Treasury Instructions; Division of Revenue Act; Proven computer literacy; Written and verbal communication skills.

DUTIES : Procure, collect and maintain stationery and other goods and services for the section; Compile and capture general journals to ensure the integrity of financial data on the Basic Accounting System; Maintain asset and liability accounts as well as other bookkeeping related tasks; Reporting, reconciliations and registers.

ENQUIRIES : Ms ME Huisamen at Tel No: (021) 808 5037
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 26/271 : **FARM AID: FARM SERVICE REF NO: AGR 39 /2022 (X2 POSITIONS AVAILABLE IN LANGGEWENS)**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Literacy and Numeracy (ABET level 2/Grade 5). Competencies: Knowledge of general infrastructure and farm work; Basic communication skills; Planning and organizing; Ability to work independently and as part of a team.

DUTIES : Perform the following routine activities: Crop production; Livestock; General infrastructure and farm work.

ENQUIRIES : Mr. S Laubscher at Tel No: (022) 433 8931
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

DEPARTMENT OF COMMUNITY SAFETY

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 : 01 August 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 26/272 : **TRANSPORT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: CS 21/2022**
 (12-Month Contract Position)

SALARY : R176 310 per annum (Level 05), plus 37% lieu in service benefits
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Administrative processes; Public service planning and reporting; Financial processes and Batho Pele principles; Skills in the following: Communication (verbal and written); Proven computer literacy in MS Office packages (Word, Excel, PowerPoint, Outlook); Sound organising and planning.

DUTIES : Assist with Fleet Management; Monitoring and control of traffic violations; Monitoring and control of vehicles misuse Fleet management reporting.

ENQUIRIES : Ms D July at Tel No: (021) 483 3702

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 01 August 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 26/273 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 19/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Tertiary qualification in Finance or Accounting; Experience in an asset management environment, warehouse management or inventory 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: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Render administrative support; Check and issue furniture, equipment and accessories to components and individuals; Updating of the asset register regarding disposals; Asset verification; Drafting of submissions, circulars, minutes and agenda's.

ENQUIRIES : Ms L Sawall at Tel No: (021) 483 8032
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 26/274 : **AUXILIARY SERVICES OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 17/2022**

SALARY : R124 434 per annum (Level 03)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : NQF Level 3 (Intermediate Certificate)/ Grade 11 or equivalent qualification; A minimum of 6 months relevant experience in an archival working environment. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Ability to move and carry heavy documents. Competencies: Knowledge of retrieval and automated storage systems; Skills in the following: Verbal and written communication; Proven computer literacy; Leadership, interpersonal and organising; Ability to work independently and as part of a team.

DUTIES : Supply of archives to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack room; Printing and affixing of source codes and numbers on records; Boxing and re-boxing of archives.

ENQUIRIES : Ms E le Roux at (021) 483 0405
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 26/275 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEPHROLOGY AND HYPERTENSION)**

SALARY : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge and experience in renal transplants, renal medicine and Hypertension Relevant statutory frameworks, including medico-legal and provincial, Best Practice Criteria, National Quality standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Strategic, administrative, clinical and resource management of the division.

DUTIES : Render an efficient and cost-effective service to patients, based on recognised treatment standards, including adolescent and transplant care. Ensure the rational use and management of all resources (including HR, financial, equipment, laboratory investigations, medication, and consumables). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.

ENQUIRIES : Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/276</u>	:	<u>ASSISTANT MANAGER NURSING (HONS)</u>
<u>SALARY</u>	:	R571 242 (PN-B3) per annum
<u>CENTRE</u>	:	Citrusdal Hospital (West Coast District)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.
<u>ENQUIRIES</u>	:	Mr SP Cupido Tel No: (022) 921-2153
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/277</u>	:	<u>OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE</u>
<u>SALARY</u>	:	R571 242 PN-B2) per annum
<u>CENTRE</u>	:	Moorreesburg Clinic: (West Coast District)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Current 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy (proof must be attached or mention in C.V.) Ability to communicate in at least two of the three official languages of the Western Cape and ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care) Effective management of support services which includes Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality

		management with regard to Ideal clinic status realisation and maintenance Interface management with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms J van der Westhuizen Tel No: (022) 482-2729
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/278</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 242 (PN-B3) per annum
<u>CENTRE</u>	:	Vanguard CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1 year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts as required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital and clinic procedures and policies.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management. Maintain good team and organizational culture
<u>ENQUIRIES</u>	:	Mr M Lingani Tel No: (021) 695 8200, Maxwell.Lingani@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/279</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (UROLOGY, SURGERY)</u>
<u>SALARY</u>	:	R450 939 (PN-A5) per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. Registration with a profession council Current registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic Computer literacy. Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area.

Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mrs F Marthinus. Tel No: (021) 938-4000
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 29 July 2022

POST 26/280 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3**

SALARY : Grade 1: R322 746 per annum
 Grade 2: R378 402 per annum
 Grade 3: R445 752 per annum

CENTRE : Forensic Pathology Service and Division of Forensic Medicine, University of Stellenbosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as Medical Technologist in Histopathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum of 11 years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum of 21 years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's license (code B/EB). Competencies (knowledge/skills): Above average proven computer and software literacy. Fluency in at least two of the three official languages of the Western Cape. Good interpersonal relationships. Good Laboratory practices, including Occupational Health and Safety practices. The ability to function in a mortuary environment. The ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure.

DUTIES : Assist the pathologists in grossing of histology specimens retained at autopsy. Perform laboratory administrative duties. Perform special staining techniques, including immunohistochemistry. Perform technical duties in the day-to-day bench work.

ENQUIRIES : Mr John Segole Tel No: (021) 931 8043
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 29 July 2022

POST 26/281 : **ADMINISTRATION CLERK: FINANCE (X10 POSTS)**

SALARY : R176 310 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
 Revenue: (X2 Posts)
 Wards and Clinics: (X3 Posts)
 Patient Reception: (X5 Posts)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Revenue Position: Appropriate experience in a Fees-related environment. Wards and Clinics & Patient Reception Position: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirements of the job: Revenue position: Willingness to rotate within Finance Section and relieve colleagues and to work overtime when required. Wards and Clinics position: Willingness to be rotated and/or cover other areas at short notice. Patient Reception position: Willingness to work 12-hour shifts (which includes night duty, weekends and public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Additional Competencies Revenue Position: Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions; Strong sense of confidentiality and trustworthiness. Wards and Clinics position: Knowledge and experience of the Clinicom system; Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions; Strong sense of confidentiality and trustworthiness; Ability to work under pressure without supervision; Good client care skills. Patient Reception position: Ability to work under pressure without supervision; excellent interpersonal skills addressing diverse cultures and the ability to work in a team; Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, and Finance instructions; Knowledge and experience of the Clinicom system; Knowledge of Patient Administration related procedures and policies.
<u>DUTIES</u>	:	(Revenue Positions): Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties/enquiries including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Relief for colleagues and undertake various other clerical duties as and when required. (Wards and Clinics Position): Registration of patients on the Clinicom system. Admissions, transfers and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients (Patient Reception): Assessment of patients in accordance with Hospital Memorandum Chapter 18 and UPFS Manual and related Finance Instructions. Debtor assessment of patients and data capturing of patient information on Clinicom System Report all MVA's to Batsumi Hotline. Admission of patients. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the Clinicom system. Responsible for revenue control which includes receipt of money and issuing of accounts and receipts. Responsible for folder management which includes processing of folders. Handle telephonic and personal enquiries with regard to patient enquiries.
<u>ENQUIRIES</u>	:	Ms HJ Van Graan Tel No: (021) 658 50007
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/282</u>	:	<u>HOUSEHOLD AID</u> Overberg District
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e., sweeping, dusting, emptying bins daily, mopping, scrubbing, and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to

		OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)
<u>ENQUIRIES</u>	:	Mr N Adams Tel No: (028) 313-5204
<u>APPLICATIONS</u>	:	The District Deputy Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<u>FOR ATTENTION</u>	:	Mr E Sass
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/283</u>	:	<u>FOOD SERVICES AID</u> Overberg District
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Food Service environment in a hospital. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.
<u>ENQUIRIES</u>	:	Ms NK Adams Tel No: (028) 313-5204
<u>APPLICATIONS</u>	:	The District Director: Overberg District Office, Private Bag X7, Caledon, 7230
<u>FOR ATTENTION</u>	:	Mr E Sass
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/284</u>	:	<u>PORTER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Prepared to handle corpses (deceased bodies). Prepared to work in all departments / wards in hospital. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.
<u>DUTIES</u>	:	Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/ treatment areas and assist with shifting of medical equipment. Effective and efficient control of equipment and reporting any defects of trolleys and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
<u>FOR ATTENTION</u>	:	Mr K Cornelissen
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022

<u>POST 26/285</u>	:	<u>PORTER</u> West Coast District
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Swartland Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience within a mortuary/porter or equivalent environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts and over weekends. Ability to perform tasks such as lifting of patients/corpse from/onto beds, trolleys, wheelchairs and to mortuary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Support to supervisor and other colleagues. Assist with pauper burials. Assist with moving of medical equipment. Ensure a safe and hygiene equipment/working area is maintained.
<u>ENQUIRIES</u>	:	Mr L Kortje Tel No: (022) 487 9206
<u>APPLICATIONS</u>	:	The Medical Manager: Swartland Hospital, Private Bag X2, Malmesbury, 7299.
<u>FOR ATTENTION</u>	:	Ms A Groenewald
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022

DEPARTMENT OF HUMAN SETTLEMENTS

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	01 August 2022
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 26/286</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO. HS 14/2022 (X2 POSTS)</u> 12 Month Contract Period
<u>SALARY</u>	:	R321 543 per annum (Level 08), plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Department of Human Settlements, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma/B-Degree (or higher qualification) A minimum of 3 years experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public service legislation, policies, regulations, codes and guidelines; Organisational and government structure; Construction Industry Development Board (CIDB) Act; BBBEE Act; Preferential Procurement Policy Framework Act; Public Service Anti-corruption strategy; Supply chain management guide to accounting officers and authorities; Public Finance Management Act (PFMA), National Treasury regulations, Provincial Treasury instructions, Financial delegations and best practice in the public sector; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures; government financial systems; Public sector supply chain management models and processes; Modern systems of governance and administration; Information, database and records management; Human resource management; Staff performance management system (SPMS) and PERMIS; Disciplinary code and procedures and grievance procedures; Labour relations legislation and regulations; General support information systems such as LOGIS, BAS and PERSAL; Central Supplier Database (CSD), Western Cape Supplier Evidence Bank (WCEB) and Electronic Purchasing system. Skills needed: Computer literacy in MS Office, Intranet, Internet and other relevant financial software packages; Communication (written and verbal); Numeracy; Analytical project management and administration;

<u>DUTIES</u>	:	Time management, dispute resolution/conflict management; Record keeping; Innovative, creative, assertive and diplomatic.
	:	Provide a procurement and division service in terms of demand acquisition and contract management; Render bid administration support; Provide an asset management service to the Department of Human Settlements; Supervision of staff.
<u>ENQUIRIES</u>	:	Ms L Sawall at Tel No: (021) 483 8032
<u>POST 26/287</u>	:	<u>ADMINISTRATION CLERK: HOUSING SUBSIDY ADMINISTRATION REF NO: HS 12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Department of Human Settlements, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience in a housing subsidy administration working environment. Competencies: A good understanding of the following: Housing Subsidy System; Housing Act, Housing Code; Employment Equity Act; National Databank Deeds Officer Register; Population register; Skills needed: Computer literacy; Problem solving; Data capturing/ administration; Numeracy; Interpersonal relations; Communication skills (written and verbal); Ability to interpret and apply policies; Innovative thinking.
<u>DUTIES</u>	:	Record all new subsidy application received electronically and manually; Check that applicants adhere to qualifying criterion as well as to allocation policy; Core house inspections; Compile a list of all consolidation application forms received for core house inspection; Rendering an effective liaison service to all role players.
<u>ENQUIRIES</u>	:	Ms BN Bantom at Tel No: (021) 483 2127

DEPARTMENT OF LOCAL GOVERNMENT

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE NOTE</u>	:	01 August 2022 Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 26/288</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LG 22/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Department of Local Government, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge of the following: Logistical Information System (LOGIS); Electronic Procurement Solution (EPS). Competencies: A good understanding of the following: Supply Chain Management; Public Finance Management Act (PFMA); National Treasury Regulations and Procurement and Finance related prescripts; Ability to work under pressure and meet deadlines; Conflict management; Computer literacy; Communication skill (written and verbal).
<u>DUTIES</u>	:	Provide an efficient and effective acquisition management; Provide efficient and effective Electronic Procurement Solution (EPS) administration; Assist with bid and contract management function; Reporting on supply chain management information.
<u>ENQUIRIES</u>	:	Mr S Bassadien / Ms A Seale at Tel No: (021) 483 0659/9132

DEPARTMENT OF THE PREMIER

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	01 August 2022

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST**POST 26/289**

: **CONTROL GISc TECHNOLOGIST: PROVINCIAL SPATIAL INFORMATION REF NO: DOTP 29/2022**

SALARY

: R762 816 per annum (Grade A), OSD as prescribed

CENTRE

: Department of the Premier, Western Cape Government

REQUIREMENTS

: An appropriate 3 year B-Degree or higher qualification in GISc or related; A minimum of 6 years post qualification GISc Technologist experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technologist; A valid driving licence. Recommendation: Practical experience in the following: Working in an ArcGIS Enterprise environment; Application of GIS software packages to support policy analysis; Managing a spatial data warehouse; Stakeholder relations, communication, and advocacy. Competencies: Knowledge of the following: Advanced knowledge of geographic information systems; The development of norms and standards for the purpose of province-wide data governance; Business Intelligence systems and data portals and their application within a data-driven environment; Strategic management and strategic information analysis and interpretation; Policies and priorities of provincial and national government; Global, regional and local political, economic, and social trends impacting on the Western Cape Government; Policy analysis, monitoring, and evaluation processes; Inter-governmental relations. Skills in the following: Good analytical and interpretative; Excellent data and computer literacy skills; experience in MS Office – Word, Excel, PowerPoint; Leadership with specific reference to display thought leadership in complex situations; Good problem-solving and solution-driven; Excellent communication and presentation skills; verbal and excellent report writing; Ability to work independently and as part of a team that co-creates; Outstanding planning, organising and people management; Stakeholder management and partnerships.

DUTIES

: Develop and maintain a province-wide standardised spatial data infrastructure and WC data portal within the framework for province-wide data governance; Monitor the implementation of spatial data standards, metadata standards and data governance procedures in the WCG; Facilitate WCG GIS and spatial information standardisation and integration with local authorities and national government; Facilitate transversal GIS and ensure departmental GIS supports the spatial data requirements; Facilitate the dissemination, communications, and advocacy for spatial data products and services; Coordination of a Community of Practice for spatial data governance integral to province-wide data governance with the WCG departments, local government, and other stakeholders; Collaboration with internal and external stakeholders to drive the institutionalisation of best practices for spatial data systems across within the WCG departments.

ENQUIRIES

: Mr J du Preez at Tel No: (021) 483 5079 / (082) 883 6592

DEPARTMENT OF SOCIAL DEVELOPMENT**APPLICATIONS**

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

CLOSING DATE

: 01 August 2022

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 26/290 : **SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 38/2022**

SALARY : Grade 1: R369 258 – R413 739 per annum, (OSD as prescribed)

Grade 2: R438 945 - R589 896 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/ Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration and or designation of facilities, NPO's, child headed households, shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms S Lucas at Tel No: (021) 483 4016

POST 26/291 : **ADMINISTRATIVE OFFICER (MONITORING): SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 37/2022**

SALARY : R321 543 per annum (Level 08)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.

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 P Momoza at Tel No: (021) 483 4015

POST 26/292 : **ADMINISTRATION CLERK: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 36/2022**

SALARY : R176 310 per annum (Level 05)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision-making; Proven computer literacy; Verbal and written communication; Interpersonal; Flexibility; Planning and organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

ENQUIRIES : Ms P Momoza at Tel No: (021) 483 4015

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE **NOTE**

- : 01 August 2022
- : Only applications submitted online 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 26/293

- : **DIRECTOR: LOGISTICS AND MOVEABLE ASSET MANAGEMENT REF NO: TPW 68/2022**

SALARY

- : R1 073 087 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE **REQUIREMENTS**

- : Department of Transport and Public Works, Western Cape Government
- : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 6 years middle-management level experience in a supply chain management and asset management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Working knowledge of the following: Asset Management principles; HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad-based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people and resources; Legislation and regulatory requirements, policies and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Applying technology; Budgeting and Financial Management; Continuous improvement; Diversity Management; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation; Network and building bonds; Project Management.

DUTIES

- : Establish, develop and implement a system for logistics and disposal management inclusive of mechanisms, tools, template and institutional bodies and the rendering of a logistics and disposal management; Establishment, develop and implement a system for Moveable Asset Management; Establish, develop and implement a system for risk, compliance and governance frameworks, in relation to logistics, disposal and asset management; Render transport and auxiliary services function to the department; Strategic capability and leadership including change management; Ensure efficient and effective oversight and management for all financial resources of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the pre-determined

performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour practices.

ENQUIRIES : MS P VD Merwe at Tel No: 021 483 6915

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

POST 26/294 : **DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT, REF NO. TPW 69/2022**

SALARY : R1 073 087 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Financial Accounting/ Supply Chain Management/ Commerce/ Law focusing specifically on Commercial Law and the Law of Contracts/ Economics/ Infrastructure; A minimum of 6 years middle-management experience on a strategic level in a Supply Chain Management and Governance and Demand Management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Working experience in policy, processes and procedure writing. Competencies: Working knowledge of the following: Management principles; HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people and resources; Legislation and regulatory requirements, policies and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Applying technology; Budgeting and Financial Management; Continuous improvement; Diversity Management; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation; Network and building bonds; Project Management.

DUTIES : Develop policies for Supply Chain Management (SCM) inclusive of BBBEE; develop and implement frameworks for SCM including Risk Management, monitoring of compliance, fraud prevention in SCM and governance controls for SCM; Develop and implement a Capacity Building Strategy for SCM in the department; Develop performance assessment mechanisms for the SCM System, inclusive of people, technology, policies and processes, risk and governance controls and ensure the continuous assessment of the supply chain; Develop and implement strategies for Strategic Commodities in the department using Strategic Sourcing principles; Develop and implement appropriate and fit for purpose procurement strategies for all general commodities and the compilation of an annual procurement plan; Generate management reports to inform responsible purchasing decisions, transparency and accountability; Ensure regular assessment of commodities; establish, develop and implement the Infrastructure Procurement Standards and Western Cape Infrastructure Delivery Management System (WCIDMS) for the Department and coordinate the function for the Western Cape Government; Ensure efficient and effective oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of human resources; Strategic Capability and leadership.

ENQUIRIES : Adv. C Smith at Tel No: (021) 483 0025

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>

OTHER POSTS

POST 26/295 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2- OUDTSHOORN) REF NO: TPW 37/2021 R3**

SALARY : Grade A: R728 829 - R777 771 per annum, (OSD as prescribed)
Grade B: R821 775 - R885 303 per annum, (OSD as prescribed)
Grade C: R939 621 - R1 106 814 per annum, (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

: Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.

DUTIES

: Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravels and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.

ENQUIRIES

: Mr X Smuts at Tel No: (044) 272 6071

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 26/296

: **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: TPW 81/2022**

SALARY

: R744 255 per annum (Level 11), (all-inclusive salary package)

CENTRE

: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Principles and processes for providing customer services, including needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards: Public Finance Management Act (PFMA); Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry Development Board (CIDB) Act, 38 of 2000; Broad Based Black Economic Empowerment Act, 53 of 2003; Public Service Anti-corruption Strategy; Departmental policies and procedures; Government accounting standards (GRAP); Economic Reporting Framework; Medium Term Strategic Framework (government priorities); Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development; Management System; Public management and administration; Political sciences and public policy; Relationship management. Skills needed: Analytical, strategic and creative thinking; Technical Proficiency; Problem solving and decision-making; Communication (written and verbal); Planning and organising; People management; Communication and Information management; Network and building bonds; Managing interpersonal conflict; Resolving problems; Business and organisation competencies; Team leadership.

DUTIES

: Compile the annual procurement plan; Develop procurement strategy; Manage demand management process effectively: Needs assessments; Categorisation of commodities; Market assessment and industry analysis; Identifying methods of procurement and preferential procurement policy objectives; Specifications/terms of reference and life cycle costing. Manage the following: Performance of assigned personnel; Projects allocated to the directorate; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; The human

resources of the Sub-Directorate to achieve the predetermined performance indicators and service delivery imperatives. Produce reports; Enhance service delivery; Support transparency; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Plan the 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.

ENQUIRIES : Adv C. Smith at Tel No: (021) 483 0025
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 26/297 : **ASSISTANT DIRECTOR: TRAFFIC LAW COMPLIANCE MONITORING REF NO: TPW 78/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in an administrative working environment; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Registered as an Examiner of driving licences and or Examiner of vehicles. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996); The National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Western Cape Provincial Road Traffic Administration Act 2012; Public Finance Management Act, 1999 (Act 1 of 1999). Skills needed: Analytical thinking; Proven computer literacy (Ms Office suite); Planning; Organising; Research; Problem solving; Decision making; Communication (Verbal and written); Client service orientated; Budget and Financial management; Human Resource Management.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures and compile submissions in line with legislative and financial requirements regarding the compliance at Registering Authorities, Driving Licence Testing Centres, Vehicle Testing Stations, Manufacturers of Number Plates, Importers and Builders, Driving schools, Motor dealers, Abnormal load vehicles in terms of AV permit applications and Specially classified vehicles; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Implementation of policies and standard operating procedures developed in line with legislative requirements and financial prescripts; Compliance audits and investigations into complaints received; Liaison with various clients and stakeholders.

ENQUIRIES : Mr CC Majiedt Tel No: (021) 483 2073
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 26/298 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 68/2021 R2**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 2 years relevant experience in Financial Reporting; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: The Operation of Trading Entity, GMT policies and SOP's; National Treasury Regulations, Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial Instructions; Disciplinary and Grievance procedures; FleetMan systems; Proven computer literacy (MS Office); Numerical skills; Written and verbal communication skills.

DUTIES : Manage and control all aspects regarding unspent grants; Manage and control all aspects regarding finance and operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases); Manage Economic Exchange Event (EEE) costing and the asset planning cycle.

ENQUIRIES : Mrs. K Proctor-Fourie at Tel No: (061) 884 6572

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 26/299 : **SUPERVISOR: CLEANING AND FOOD AID SERVICES REF NO: TPW 79/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : ABET Level 4 (Grade 9 or equivalent qualification); A minimum of two years cleaning services experience. Recommendation: Supervisory experience; Experience working in a storage and inventory management environment; Computer literacy. Competencies: Record keeping; Ability to work under pressure; Ability to work independently and in a team; Good written and verbal communication skills.

DUTIES : Manage and ensure the maintenance of cleaning equipment and materials; Oversee cleaning services of offices, corridors, elevators and boardrooms; Make requisition and manage stock of the cleaning materials; Supervise cleaners; Ensuring equipment is always in a working condition.

ENQUIRIES : Ms. T Mazonke at Tel No: (021) 483 5190
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

POST 26/300 : **TRADESMAN AID: CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: TPW 80/2022**

SALARY : R124 434 per annum (Level 03)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent qualification); A minimum of 6 months trade related experience. Competencies: Basic mechanical knowledge of heavy construction vehicles and equipment; Ability to use electrical and hand tools; Skills needed: Teamwork; Communication (written and verbal) in at least two of the three official languages of the Western Cape; Understanding and executing of basic and complex instructions.

DUTIES : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards.

ENQUIRIES : Mr J Jones at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).