



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2024
DATE ISSUED 02 AUGUST 2024

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.

AMENDMENT

: **EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM:** Kindly note that the following two posts that were advertised in Public Service Vacancy Circular 21 of 2024 dated 14 June 2024, (1) Assistant Director: HR Administration: Sarah Baartman Region with Ref. DEDEAT/2024/05/14 (2) Control Environmental Officer: Compliance and Enforcement: JOE GQABI with Ref. DEDEAT/2024/05/05 have been withdrawn.
GAUTENG: PROVINCIAL TREASURY: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 26 dated 19 July 2024, (1) Deputy Director General: Gauteng Audit Services Ref No: GPT 2024//07/01. (2) Deputy Director General: Sustainable Fiscal Resource Management Ref No: GPT 2024//07/02. The email address and contact details have been amended as follows (1) Jobs.gpt@gauteng.gov.za (2) Tel No: (011) 227-9000 / 060 433 0728 Ms. B. Mtshizana. The closing date has been extended to 12 August 2024 @00:00 midnight.

NORTHERN CAPE: OFFICE OF THE PREMIER: Kindly note that the following post was advertised in Public Service Vacancy Circular 27 dated 26 July 2024, The Post Details have been amended as follows, GISC Technologist; Ref No: GISC/PP/02/2024; Salary: R429 930 per annum (Depending on qualification and experience) The closing date has been extended to 19 August 2024.

WESTERN CAPE: DEPARTMENT OF CULTURAL AFFAIRS AND SPORT: Kindly note that the following post was advertised in Public Service Vacancy Circular 27 dated 26 July 2024. The post of Assistant Director: Electronic Records Management Ref No: CAS 38/2024 competencies was amended on the advert as follows: Knowledge of the following: Managing electronic databases; Automated storage and retrieval systems, electronic records, database design and electronic publications; Legislation, policies and procedures of the Western Cape Archives and Records Service; Relevant Public Management practices; Financial Management and supply chain management services; Public service reporting structures; Strategic planning; Meeting procedures; Skills needed: Organising, problem solving, research; Communication (written and verbal).

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	A	04 - 05
NATIONAL PROSECUTING AUTHORITY	B	06 - 24
OFFICE OF THE CHIEF JUSTICE	C	25 - 35
PUBLIC WORKS AND INFRASTRUCTURE	D	36 - 40
TOURISM	E	41 - 43
WATER AND SANITATION	F	44 - 46

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	G	47 - 68
GAUTENG	H	69 - 75
KWAZULU NATAL	I	76 - 90
LIMPOPO	J	91 - 93
MPUMALANGA	K	94 - 110
NORTHERN CAPE	L	111 - 115
NORTH WEST	M	116 - 117
WESTERN CAPE	N	118 - 163

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

OTHER POSTS

- POST 28/01** : **AUDIT COMMITTEE CHAIRPERSON REF NO: Q9/2024/23**
- SALARY** : Remuneration shall be in accordance with SAICA rates. Members will be remunerated for preparation and attendance of meetings.
- CENTRE REQUIREMENTS** : National Office
- REQUIREMENTS** : Applicants for the Audit Committee Chairperson position must be in possession of a matric and a post graduate degree or equivalent qualification as recognized by SAQA, with at least 10 years or more experience in the following fields: Accounting, Internal Auditing, Risk Management, Information Communication Technology, Compliance, or Law/Investigations. Attributes: Applicants must have knowledge of the Public Sector, sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Legal and External Auditing. Proven track record / membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or relevant Governance Body. Applicants with extensive knowledge and background on the field of Investigations, as well as qualified of either a CA/(SA), CIA, CISA, CFE, are encouraged to apply.
- DUTIES** : Successful Audit Committee Chairperson will be required to exercise their oversight mandate towards the IPID through the effective execution audit Committee responsibilities as outlined in PFMA, Treasury Regulations and the approved Audit Committee Charter. The Audit committee will report to the Executive Authority of the Ministry of Police to strengthen its independent oversight responsibilities. The Committee will meet at least four times (4) per annum, with authority to convene additional meetings as circumstances require.
- ENQUIRIES APPLICATIONS** : Ms K Chiloane Tel No: (012) 399 0022
- Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001, hand deliver to 473B Benstra Building, Stanza Bopape Street, Pretoria or [Email@Recruitment10@ipid.gov.za](mailto:Recruitment10@ipid.gov.za)
- FOR ATTENTION CLOSING DATE** : Ms E Lethole: Tel No: (012) 399 0040
- 23 August 2024
- POST 28/02** : **AUDIT COMMITTEE MEMBER REF NO: Q9/2024/24 (X3 POSTS)**
- SALARY** : Remuneration shall be in accordance with SAICA rates. Members will be remunerated for preparation and attendance of meetings.
- CENTRE REQUIREMENTS** : National Office
- REQUIREMENTS** : Applicants for the Audit Committee members must be in possession of a matric and a post graduate degree or equivalent qualification as recognized by SAQA, with at least 10 years or more experience in the following fields: Accounting, Internal Auditing, Risk Management, Information Communication Technology, Compliance, or Law/Investigations. Attributes: Audit Committee applicants must have knowledge of the Public Sector, sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Legal and External Auditing. Proven track record / membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or relevant Governance Body. Applicants with extensive knowledge and background on the field of Investigations, as well as qualified of either a CA/(SA), CIA, CISA, CFE, are encouraged to apply.
- DUTIES** : Successful Audit Committee applicants will be required to exercise their oversight mandate towards the IPID through the effective execution audit Committee responsibilities as outlined in PFMA, Treasury Regulations and the approved Audit Committee Charter. The Audit committee will report to the Executive Authority of the Ministry of Police to strengthen its independent oversight responsibilities. The Committee will meet at least four times (4) per annum, with authority to convene additional meetings as circumstances require.

ENQUIRIES : Ms K Chiloane Tel No: (012) 399 0022
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001, hand deliver to 473B Benstra Building, Stanza Bopape Street, Pretoria or Email@Recruitment11@ipid.gov.za

FOR ATTENTION : Ms E Lethole Tel No: (012) 399 0040
CLOSING DATE : 23 August 2024

POST 28/03 : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: Q9/2024/25**

SALARY : Remuneration shall be in accordance with SAICA rates. Members will be remunerated for preparation and attendance of meetings

CENTRE : National Office
REQUIREMENTS : Applicants for the Risk Management Committee Chairperson must be in possession of a Matric plus bachelor's degree or a Postgraduate Degree or equivalent qualification in Auditing, Risk Management and Business Administration as recognized by SAQA, with at least 10 years' or more management experience gained in Risk Management and/or Auditing, Anti-Fraud and Corruption environments, preferably within the public service. Attributes: Applicants for the Risk Committee Chairperson should have knowledge and good understanding of Corporate Governance, COSO model and Public Sector Risk Management Framework, Public Finance Management Act and Treasury Regulations, Enterprise-Wide Risk Management, Risk Management strategy and architecture, policy and procedures, risk culture and appetite, Risk performance and reporting. Applicants with extensive knowledge and background on the field of Investigations, as well as qualified of either a CA/(SA), CIA, CISA, CFE, are encouraged to apply.

DUTIES : The successful Risk Management Committee Chairperson will chair the Department's Risk Management Committee and provide an oversight role regarding: Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide guidance on compliance, ethics and integrity and anti-corruption measures. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees (Audit Committee). Provide guidance with the implementation of department's risk maturity model. Ensure Combined assurance – Internal Audit, Risk Management and other assurance providers. Risk Management principles and practice, organizational environment, external business environment.

ENQUIRIES : Ms K Chiloane: Tel No: (012) 399 0022
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001, hand deliver to 473B Benstra Building, Stanza Bopape Street, Pretoria or Email@Recruitment12@ipid.gov.za

FOR ATTENTION : Ms E Lethole Tel No: (012) 399 0040
NOTE : Term of Office: The term of office will be 3 years' subject to renewal at the discretion of the department. Audit Committee meetings are held quarterly (4 per annum)

CLOSING DATE : 23 August 2024

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 20 August 2024
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is submitted prior to appointment for all SMS applicants for Public Service Act positions. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB: Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB: All employees considered for appointment to the Investigating Directorate against Corruption will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

- POST 28/04** : **CHIEF INVESTIGATOR REF NO: RECRUIT 2024/05**
Investigating Directorate Against Corruption
- SALARY** : R1 216 824 per annum (Level 13), SMS, (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B degree or Advanced Diploma (NQF level 7) in policing and/or criminal investigation or an equivalent qualification. At least twenty (20) years criminal investigation experience with ten (10) years operational management experience. Demonstrable competency in acting Independently and Professionally with Accountability and Credibility. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised courses. Experience in testifying in criminal and/or criminal matters in any court in the country. (Persons that have been found as an unreliable witness in any court would not be considered). Certified fraud examiner or ICFP SA accreditation would be an added advantage. Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Planning and Prioritising. Able to communicate effectively internally and externally. Customer focus and responsiveness. Problem solving and decision-making skills. Valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of criminal investigations. Drive the strategic priorities and focus areas of the unit. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal quality investigations within the allocated responsibilities of the investigation team. Manage national criminal investigative projects and administrative functions including resource allocation and utilisation.
- ENQUIRIES** : Maureen Dibette Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit202405@npa.gov.za
- POST 28/05** : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit
- SALARY** : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : Johannesburg Ref No: Recruit 2024/06
Durban Ref No: Recruit 2024/07 (X2 Posts & X1 re-advert)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Identify and refer matters to AFU. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Johannesburg Takalani Mfuni Tel No: (011) 220 4827; Durban Pumla Mkosana Tel No: (031) 335 6603

APPLICATIONS : Johannesburg e mail Recruit202406@npa.gov.za; Durban e mail Recruit202407@npa.gov.za

POST 28/06 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/08**
Investigating Directorate Against Corruption

SALARY CENTRE REQUIREMENTS : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
Pretoria: Head office
An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law be will required. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Stakeholder engagement and decision making. Prosecutor led investigations (PLI). Prosecution preparations. Court work. Operations management.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: (012) 845 7727
e mail Recruit202408@npa.gov.za

POST 28/07 : **SENIOR STATE ADVOCATE**
National Prosecutions Service

SALARY CENTRE : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
DPP: Johannesburg Ref No: Recruit 2024/09 (X5 Posts)
DPP: Pretoria Ref No: Recruit 2024/10 (X2 Posts)
DPP: Grahamstown Ref No: Recruit 2024/11 (X2 Posts)
DPP: Mmabatho Ref No: Recruit 2024/12 (X2 Posts)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266
DPP: Pretoria Godfrey Ramakuella Tel No: (012) 351 6808
DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 602 3000
DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040

APPLICATIONS : DPP: Johannesburg e mail Recruit202409@npa.gov.za
DPP: Pretoria e mail Recruit202410@npa.gov.za
DPP: Grahamstown e mail Recruit202411@npa.gov.za
DPP: Mmabatho e mail Recruit202412@npa.gov.za

- POST 28/08** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/13**
National Prosecutions Services
- SALARY** : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : DPP: Mmabatho (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in criminal litigation. Relevant Civil litigation an advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently without supervision. Excellent administrative skills. Financial or accounting background an advantage. Experience in litigating offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Good knowledge of the Zondo Commission's recommendations. Knowledge of the FATF recommendations for South Africa. Capable of prosecuting and guiding investigations in voluminous and complex matters. Excellent drafting skills and the ability to draft complex charge sheets, indictments, notice of motions, applications for leave to appeal, heads of arguments, legal opinions, and memorandums. Litigation experience shall include litigation in the Superior Courts including the handling of motions in the High Court and as well as appeals and state appeals in the High Court/ Supreme Court / Constitutional Court. Good computer literacy and knowledge of programs in MS 365. Personal and Professional integrity.
- DUTIES** : Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202413@npa.gov.za
- POST 28/09** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/14 (X2 POSTS)**
Specialised Commercial Crime Unit
- SALARY** : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : Limpopo
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit202414@npa.gov.za

POST 28/10 : **SENIOR STATE ADVOCATE (STU)**
National Prosecutions Services

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : DPP: Kimberley Ref No: Recruit 2024/15
DPP: Grahamstown (East -London) Ref No: Recruit 2024/16
DPP: Pietermaritzburg – Ref No: Recruit 2024/17 (X3 Posts)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least six (6) years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

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

ENQUIRIES : DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
DPP: Grahamstown (East - London) Nomfuneko Ntapane Tel No: (046) 602 3000
DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : DPP: Kimberley e mail Recruit202415@npa.gov.za
DPP: Grahamstown (East - London) e mail Recruit202416@npa.gov.za
DPP: Pietermaritzburg e mail Recruit202417@npa.gov.za

POST 28/11 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/18**
Legal Affairs Division

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : DPP: Johannesburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices. Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

DUTIES : Act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

ENQUIRIES : Reuben Palai Tel No: (011) 220 4124
APPLICATIONS : e mail Recruit202418@npa.gov.za

POST 28/12 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/19**
National Prosecutions Services

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : DPP: Pretoria (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted advocate and/or attorney will be an added advantage. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters and prosecution of relevant cases will be an added advantage. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Ability to do research. Willing to travel when required and attend to other matters outside Pretoria. Willing to work extended hours when necessary.

DUTIES : Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State.

ENQUIRIES : Motshabi Malabi Tel No: (012) 351 6864
APPLICATIONS : e mail Recruit202419@npa.gov.za

POST 28/13 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTOR) REF NO: RECRUIT 2024/20**
National Prosecution Service

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : DPP: Pretoria
REQUIREMENTS :

An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Motshabi Malabi Tel No: (012) 351 6864
APPLICATIONS : e mail Recruit202420@npa.gov.za

POST 28/14 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R1 132 806 - R1 762 857 per annum (Level CM-1), (total cost package)
CENTRE : CPP: West Rand Ref No: Recruit 2024/21 (X2 Posts)
CPP: Johannesburg Ref No: Recruit 2024/22
CPP: Klerksdorp Ref No: Recruit 2024/23 (X2 Posts)
CPP: Odi (Moretele) Ref No: Recruit 2024/24
CPP: Modimolle Ref No: Recruit 2024/25 (X2 Posts)
CPP: Polokwane Ref No: Recruit 2024/26
CPP: Thohoyandou (Morebeng) Ref No: Recruit 2024/27
CPP: Thohoyandou (Giyani) Ref No: Recruit 2024/28

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding

		investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: West Rand Sydwell Nemahuchu Tel No: (011) 220 4005 CPP Johannesburg Veronica Nonyane Tel No: (011) 220 4020 CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9040 CPP: Odi (Moretele) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Modimolle, Thohoyandou & CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	CPP: West Rand e mail Recruit202421@npa.gov.za CPP: Johannesburg e mail Recruit202422@npa.gov.za CPP: Klerksdorp e mail Recruit202423@npa.gov.za CPP: Odi (Moretele) e mail Recruit202424@npa.gov.za CPP: Modimolle e mail Recruit202425@npa.gov.za CPP: Polokwane e mail Recruit202426@npa.gov.za CPP: Thohoyandou (Morebeng) e mail Recruit202427@npa.gov.za CPP: Thohoyandou (Giyani) e mail Recruit202428@npa.gov.za
<u>POST 28/15</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2024/29</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 132 806 - R1 762 857 per annum (Level CM-1), (total cost package) CPP: Vaal Rand (Benoni)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. A valid driver's licence.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee prosecutors and stakeholders in preparation of Case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808 e mail Recruit202429@npa.gov.za

<u>POST 28/16</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R979 059 - R1 588 383 per annum per annum (Level SU-3), (total cost package)
<u>CENTRE</u>	:	CPP: Klerksdorp Ref No: Recruit 2024/30 CPP: Odi (Bafokeng) Ref No: Recruit 2024/31 CPP: Vaal Rand (Oberholzer) Ref No: Recruit 2024/32
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP:Klerksdorp Flora Kalakgosi Tel No: (018) 381 9040 CPP:Odi (Bafokeng) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Vaal Rand (Oberholzer) Motshabi Malabi Tel No: (012) 351 6864
<u>APPLICATIONS</u>	:	Klerksdorp e mail Recruit202430@npa.gov.za CPP:Odi (Bafokeng) e mail Recruit202431@npa.gov.za CPP: Vaal Rand (Oberholzer) e mail Recruit202432@npa.gov.za
<u>POST 28/17</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2024/33</u> National Prosecutions Service
<u>SALARY</u>	:	R979 059 - R1 588 383 per annum per annum (Level SU-3), (total cost package)
<u>CENTRE</u>	:	CPP: Vaal Rand (Tsakane)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and sexual offences and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train Prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Motshabi Malabi Tel No: (012) 351 6864

APPLICATIONS : e mail Recruit202433@npa.gov.za

POST 28/18 : **STATE ADVOCATE REF NO: RECRUIT 2024/34 (X2 POSTS)**
Investigating Directorate Against Corruption

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : Pretoria: Head office
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Financial or accounting background and knowledge of Company law will be an added advantage. Experience in litigating offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Good knowledge of the Zondo Commissions' recommendations. Knowledge of the FATF recommendations for South Africa. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES : Maureen Dibette Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit202434@npa.gov.za

POST 28/19 : **STATE ADVOCATE (STU)**
National Prosecutions Service

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : DPP: Johannesburg Ref No: Recruit 2024/35 (X6 Posts)
DPP: Pretoria Ref No: Recruit 2024/36
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion or avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Decision making skills. Must be able to work independently. Must have good administrative skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence.

		Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal prosecutions and supply them with accurate statistics.
<u>ENQUIRIES</u>	:	DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266
		DPP: Pretoria Motshabi Malabi Tel No: (012) 351 6864
<u>APPLICATIONS</u>	:	DPP: Johannesburg e mail Recruit202435@npa.gov.za
		DPP: Pretoria e mail Recruit202436@npa.gov.za
<u>POST 28/20</u>	:	<u>STATE ADVOCATE (STU) REF NO: RECRUIT 2024/37 (X4 POSTS)</u>
		National Prosecutions Service
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least four (4) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the province to prosecute tax cases as and when required. Valid driver's licence.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Mentor and guide prosecutors and stakeholders (SARS CI Investigators, SAPS investigators). Assist in the keeping of proper records, statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/ reports. Assist Deputy Directors in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit202437@npa.gov.za
<u>POST 28/21</u>	:	<u>STATE ADVOCATE</u>
		Specialised Commercial Crime Unit
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Johannesburg Ref No: Recruit 2024/38
		Durban Ref No: Recruit 2024/39 (X2 Posts & X1 Re-advert)
		Limpopo Ref No: Recruit 2024/40
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge

of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.

ENQUIRIES : Johannesburg Takalani Mfuni Tel No: (011) 220 4827
Durban Bongiwe Mlaba Tel No: (031) 335 6617
Limpopo Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : Johannesburg e mail Recruit202438@npa.gov.za
Durban e mail Recruit202439@npa.gov.za
Limpopo e mail Recruit202440@npa.gov.za

POST 28/22 : **STATE ADVOCATE**
National Prosecutions Service

SALARY CENTRE : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
: DDPP: Port Elizabeth (Gqeberha) Ref No: Recruit 2024/41
: DPP: Kimberley Ref No: Recruit 2024/42 (X2 Posts)
: DPP: Limpopo (Polokwane) Ref No: Recruit 2024/43

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

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

ENQUIRIES : DDPP: Port Elizabeth (Gqeberha) Andiswa Tengile Tel No: (012) 842 1450
Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : DDPP: Port Elizabeth (Gqeberha) e mail Recruit202441@npa.gov.za
Kimberley e mail Recruit202442@npa.gov.za
DPP: Limpopo (Polokwane) e mail Recruit202443@npa.gov.za

POST 28/23 : **STATE ADVOCATE REF NO: RECRUIT 2024/44**
Legal Affairs Division

SALARY CENTRE : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
: DPP: Kimberley

- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.
- DUTIES** : The successful candidate will act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.
- ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail Recruit202444@npa.gov.za
- POST 28/24** : **STATE ADVOCATE REF NO: RECRUIT 2024/45**
Sexual Offences and Community Affairs
- SALARY CENTRE REQUIREMENTS** : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
: CPP: East Rand
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution in Criminal and/or civil litigation. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Positive security clearance. Valid driver's licence.
- DUTIES** : Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
- ENQUIRIES** : Yasmeen Mbawana Tel No: (011) 220 4083

APPLICATIONS : e-mail - Recruit202445@npa.gov.za

POST 28/25 : **STATE ADVOCATE (STU) REF NO: RECRUIT 2024/46 (X2 POSTS)**
National Prosecutions Service

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : DPP: Kimberley
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit202446@npa.gov.za

POST 28/26 : **STATE ADVOCATE (STU)**
National Prosecutions Service

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : DPP: Mmabatho Ref No: Recruit 2024/47 (Re-advert)
DPP: Grahamstown (East - London) Ref No: Recruit 2024/48 (X2 Posts)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently.

Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040
DPP: Grahamstown (East London) Nomfuneko Ntapane Tel No: (046) 602 3000

APPLICATIONS : DPP: Mmabatho e mail Recruit202447@npa.gov.za
Grahamstown (East - London) e mail Recruit202448@npa.gov.za

POST 28/27 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/49**
Investigating Directorate Against Corruption

SALARY : R849 702 per annum (MMS Level 11), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. At least 5 years' financial investigation related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, General management skills, People management and empowerment, Administration, Communication skills, Planning and Prioritising, Customer Focus and Responsiveness, Problem solving and decision making. Knowledge of relevant MS Office Suite. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects Public service Regulations, Prevention of Organized Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions. Minimum Information Security Standards (MISS) Relevant provisions of the NPA Act 32 of 1998. The Public Service Act and Regulations. Access to Information Act. Justice of the Peace and Commissioner of Oaths Act 12 of 2004. Protected Disclosures Act 26 of 2000. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. A valid driver's licence.

DUTIES : Conduct financial investigation assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Manage Staff Development.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit202449@npa.gov.za

POST 28/28 : **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)

CENTRE : CPP: Klerksdorp (Wolmaransstad) Ref No: Recruit 2024/50
CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2024/51
CPP: Modimolle (Mookgophong) Ref No: Recruit 2024/52
CPP: Thohoyandou (Vuwani) Ref No: Recruit 2024/53
CPP: Thohoyandou (Morebeng) Ref No: Recruit 2024/54
CPP: Polokwane (Namakgale) Ref No: Recruit 2024/55

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to

- act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
- DUTIES** : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : CPP: Klerksdorp (Wolmaransstad) Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Pretoria (Bronkhorstspuit) Motshabi Malabi Tel No: (012) 351 6864
 CPP: Modimolle, Polokwane & Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285
- APPLICATIONS** : CPP: Klerksdorp (Wolmaransstad) e mail Recruit202450@npa.gov.za
 CPP: Pretoria (Bronkhorstspuit) e mail Recruit202451@npa.gov.za
 CPP: Modimolle (Mookgophong) e mail Recruit202452@npa.gov.za
 CPP: Thohoyandou (Vuwani) e mail Recruit202453@npa.gov.za
 CPP: Thohoyandou (Morebeng) e mail Recruit202454@npa.gov.za
 CPP: Polokwane (Namakgale) e mail Recruit202455@npa.gov.za
- POST 28/29** : **DISTRICT COURT CONTROL PROSECUTOR**
 National Prosecutions Service
- SALARY** : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)
- CENTRE** : CPP: West Rand Ref No: Recruit 2024/56
 CPP: Johannesburg Ref No: Recruit 2024/57
 CPP: Upington (Kathu) Ref No: Recruit 2024/58
 CPP: Mmabatho (Molopo) Ref No: Recruit 2024/59
 CPP: Vaal Rand (Benoni) Ref No: Recruit 2024/60 (Re-advert)
 CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2024/61
 CPP: Port - Elizabeth (Motherwell) Ref No: Recruit 2024/62
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
- DUTIES** : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
- ENQUIRIES** : CPP: West Rand Sydwell Namuhuchu Tel No: (011) 220 4005
 CPP: Johannesburg Veronica Nonyane Tel No: (011) 220 4020
 CPP: Upington (Kathu) Nicholas Mogongwa Tel No: 053 807 4539
 CPP: Mmabatho (Molopo) Flora Kalakgosi Tel No: (018) 381 9041

	CPP: Vaal Rand Godfrey Ramakuella Tel No: (012) 351 6808
	CPP: Port - Elizabeth (Motherwell) Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	: CPP: West Rand e mail Recruit202456@npa.gov.za
	CPP: Johannesburg e mail Recruit202457@npa.gov.za
	CPP: Upington (Kathu) e mail Recruit202458@npa.gov.za
	CPP: Mmabatho (Molopo) e mail Recruit202459@npa.gov.za
	CPP: Vaal Rand (Benoni) e mail Recruit202460@npa.gov.za
	CPP: Vaal Rand (Sebokeng) e mail Recruit202461@npa.gov.za
	CPP: Port - Elizabeth (Motherwell) e mail Recruit202462@npa.gov.za
<u>POST 28/30</u>	: <u>REGIONAL COURT PROSECUTOR</u>
	National Prosecutions Service
<u>SALARY</u>	: R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)
<u>CENTRE</u>	: CPP: West Rand Ref No: Recruit 2024/63 (X5 Posts)
	CPP: Johannesburg Ref No: Recruit 2024/64 (X9 Posts)
	CPP: East Rand Ref No: Recruit 2024/65 (X5 Posts)
	CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2024/66
	CPP: Mmabatho (Molopo) Ref No: Recruit 2024/67
	CPP: Odi (Moretele) Ref No: Recruit 2024/68
	CPP: Klerksdorp Ref No: Recruit 2024/70 (X3 Posts)
	CPP: Mmabatho (Taung) Ref No: Recruit 2024/69 (X2 Posts)
	CPP: Pretoria Ref No: Recruit 2024/71 (X2 Posts)
	CPP: Vaal Rand (Brakpan) Ref No: Recruit 2024/72 (X2 Posts)
	CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2024/73 (X2 Posts)
	CPP: Vaal Rand (Vanderbijlpark) Ref No: Recruit 2024/74
	CPP: Vaal Rand (Vereeniging) Ref No: Recruit 2024/75
	CPP: Port - Elizabeth (Kariega) Ref No: Recruit 2024/76 (X2 Posts)
	CPP: Port Elizabeth Ref No: Recruit 2024/87
	CPP: Modimolle (Burgersfort) Ref No: Recruit 2024/77
	CPP: Modimolle (Mokopane) Ref No: Recruit 2024/78
	CPP: Modimolle (Mahwelereng) Ref No: Recruit 2024/79
	CPP: Modimolle (Grobblersdal) Ref No: Recruit 2024/80
	CPP: Modimolle Ref No: Recruit 2024/81
	CPP: Queenstown (Cradock) Ref No: Recruit 2024/84
	CPP: Queenstown (Graaf-Reinet) Ref No: Recruit 2024/85
	CPP: Thohoyandou (Sibasa) Ref No: Recruit 2024/82 (X3 Posts)
	CPP: Polokwane (Lenyenye) Ref No: Recruit 2024/83
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Valid driver's licence.
<u>DUTIES</u>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	: CPP: West Rand Sydwell Namuhuchu Tel No: (011) 220 4005
	CPP: Johannesburg Veronica Nonyane Tel No: (011) 220 4020
	CPP: East Rand Yasmeen Mbawana Tel No: (011) 220 4083
	CPP: Klerksdorp, CPP: Mmabatho & CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
	CPP: Pretoria & CPP: Vaal Rand Godfrey Ramakuella Tel No: (012) 351 6808
	CPP: Port - Elizabeth Andiswa Tengile Tel No: (012) 842 1450
	CPP: Modimolle CPP: Polokwane & CPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285
	CPP: Queenstown Ziyanda Mtwazi Tel No: (046) 602 3000
<u>APPLICATIONS</u>	: CPP: West Rand e mail Recruit202463@npa.gov.za

CPP: Johannesburg e mail Recruit202464@npa.gov.za
 CPP: East Rand e mail Recruit202465@npa.gov.za
 CPP: Klerksdorp (Potchefstroom) e mail Recruit202466@npa.gov.za
 CPP: Mmabatho (Molopo) e mail Recruit202467@npa.gov.za
 CPP: Odi (Moretele) e mail Recruit202468@npa.gov.za
 CPP: Klerksdorp e mail Recruit202470@npa.gov.za
 CPP: Mmabatho (Taung) e mail Recruit202469@npa.gov.za
 CPP: Pretoria e mail Recruit202471@npa.gov.za
 CPP: Vaal Rand (Brakpan) e mail Recruit202472@npa.gov.za
 CPP: Vaal Rand (Sebokeng) e mail Recruit202473@npa.gov.za
 CPP: Vaal Rand (Vanderbijlpark) e mail Recruit202474@npa.gov.za
 CPP: Vaal Rand (Vereeniging) e mail Recruit202475@npa.gov.za
 CPP: Port - Elizabeth (Kariega) e mail Recruit202476@npa.gov.za
 CPP: Port - Elizabeth e mail Recruit202487@npa.gov.za
 CPP: Modimolle (Burgersfort) e mail Recruit202477@npa.gov.za
 CPP: Modimolle (Mokopane) e mail Recruit202478@npa.gov.za
 CPP: Modimolle (Mahwelereng) e mail Recruit202479@npa.gov.za
 CPP: Modimolle (Groblersdal) e mail Recruit202480@npa.gov.za
 CPP: Modimolle e mail Recruit202481@npa.gov.za
 CPP: Queenstown (Cradock) e mail Recruit202484@npa.gov.za
 CPP: Queenstown (Graaf-Reinet) e mail Recruit202485@npa.gov.za
 CPP: Thohoyandou (Sibasa) e mail Recruit202482@npa.gov.za
 CPP: Polokwane (Lenyenye) e mail Recruit202483@npa.gov.za

POST 28/31 : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2024/86**
 National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)

CENTRE : CPP: Upington (Calvinia)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in the Regional court. Management experience will be an added advantage. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

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

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit202486@npa.gov.za

POST 28/32 : **REGIONAL COURT PROSECUTOR (OCC)**
 National Prosecution Service

SALARY : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)

CENTRE : DPP: Johannesburg Ref No: Recruit 2024/88
 DPP: Kimberley Ref No: Recruit 2024/89 (Re-advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation. A valid driver's licence will be a requirement where applicable. Decision making skills. Must have good administrative skills.

- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES** : DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266
DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
- APPLICATIONS** : DPP: Johannesburg e mail Recruit202488@npa.gov.za
DPP: Kimberley e mail Recruit202489@npa.gov.za
- POST 28/33** : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/90 (X5 POSTS)**
Investigating Directorate Against Corruption
- SALARY** : R444 036 per annum (Level 09), (excluding benefits)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.
- DUTIES** : Conduct financial investigation assessments. Conduct case planning. Conduct detailed financial investigations in medium value and less complex cases. Undertake stakeholder engagement. Provide administrative support services with regard to case management.
- ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727
- APPLICATIONS** : e mail Recruit202490@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. or via email at applicationsNO@judiciary.org.za
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London or via email at applicationsEC@judiciary.org.za
- Free State/ Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301 or via email at applicationsFS@judiciary.org.za
- Gauteng/ Land Court: Randburg/Johannesburg/Pretoria:** 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 or via email at applicationsGAU@judiciary.org.za
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley or via email at applicationsNC@judiciary.org.za
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200. or via email at applicationsMP@judiciary.org.za
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town or via email at: applicationsWC@judiciary.org.za

CLOSING DATE

: 19 August 2024

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages 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 a 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 the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence).

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. 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 will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the Job title of the post of Registrar: Supreme Court of Appeal: Bloemfontein with Ref No: 2024/78/OCJ advertised on Public Service Vacancy Circular 27 dated 26 July 2024 with a closing date of 13 August 2024 is a Chief Registrar. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 28/34</u>	:	<u>COURT MANAGER REF NO: 2024/83/OCJ</u>
<u>SALARY</u>	:	R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court Matric Certificate and three-year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to

		determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
<u>ENQUIRIES</u>	:	Technical and HR related enquiries: Ms M Baker Tel No: (021) 469 4032
<u>NOTE</u>	:	The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/35</u>	:	<u>REGISTRAR (X3 POSTS)</u>
<u>SALARY</u>	:	R556 356 – R1 314 666 per annum, (MR6), (salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit service certificate/s for validation of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Middleburg Ref No: 2024/84/OCJ Northern Cape Division of the High Court: Kimberley Ref No: 2024/85/OCJ Gauteng Division of the High Court: Johannesburg Ref No: 2024/86/OCJ
<u>REQUIREMENTS</u>	:	Matric certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' experience as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases 73 from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions.
<u>ENQUIRIES</u>	:	Northern Cape: Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533 Mpumalanga: Technical enquiries / HR enquiries: Zwane / Mr MV Maeko Tel No: (013) 792 2211/758 0000 Gauteng: Technical enquiries/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/36</u>	:	<u>LAW RESEARCHER (X3 POSTS)</u>
<u>SALARY</u>	:	R552 081- R650 322 per annum (Level 10). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of the High Court: Bloemfontein Ref No: 2024/87/OCJ Northern Division of the High Court: Kimberley Ref No: 2024/88/OCJ

<u>REQUIREMENTS</u>	: Eastern Division of the High Court: Makhanda Ref No: 2024/89/OCJ Matric certificate and an LLB degree or four year legal qualification; 3 years' experience as law Researcher. A valid driver's licence. Skills and Competencies: Communication (verbal and non-verbal). Numerical skills. Technical expertise. Information Technology. Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service. Interpersonal skills. Conflict management skills. Work ethic and motivation. Professional appearance and conduct. Self-management and leadership skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: To receive research request and /or quasi-judicial functions from Judges, to conduct research functions and allocate work equally to researchers. Perform Human Resource related functions in supervising Researchers. Attending regular meetings with management and Judges and ensure that all relevant information is conveyed to researchers. To compile all information gathered electronically or manually in data file along with a research report. To deliver research and discuss findings with relevant Judge. Have the ability to work on more than one research project at a time and still deliver exceptional quality research work, monitor and bring to the attention of justices regarding new development in law and jurisprudence. Perform any Court related work requested to improve the efficiency to the Court. To assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.
<u>ENQUIRIES</u>	: Free State: Technical/HR enquiries: Ms N de la Rey Tel No: (051) 492 4585 Eastern Cape: Technical/HR enquiries: Mr S Mponzo Tel No: (043) 726 5217 Northern Cape: Technical/HR enquiries: Ms L Wymers Tel No: (053) 492 3533
<u>NOTE</u>	: The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals
<u>POST 28/37</u>	: <u>ASSISTANT DIRECTOR: SECURITY REF NO: 2024/90/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	: R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	: Gauteng Provincial Service Centre : Matric Certificate and a three (3) year National Diploma/Degree in Security Management or Security Risk Management (NQF level 6 with 360 credits as recognised by SAQA). Minimum of three (3) years' supervisory experience in security or risk management environment. Grade A/B PSIRA Certificate. A valid driver's license. Sound knowledge of PAIA, MISS, OHSA, POPIA, Access to Public Premises and Vehicles Act, and other relevant security and risk management legislation. Completion of the SSA Security Management Course will serve- as an added advantage. Skills and Competencies: Computer literacy (MS Office). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Willingness to travel and work outside normal working hours. Report writing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Provide security advisory services to Management. Maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security related and relevant authorities. Assist in the management of the total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. The development and implementation of training and awareness programme. Interaction with security related authorities (SSA Agency, SAPS, etc). Management of the outsource security service provider. Management of logistical/transport Services. Manage

and ensure the provision of facilities. Risk management aspects. Auditing processes. Overseeing all Facilities management and Auxiliary services in the province. Security and Facilities stakeholder Management.

ENQUIRIES : Technical enquiries/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/38 : **ASSISTANT DIRECTOR: SECURITY REF NO: 2024/91/OCJ**

SALARY : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree/B-Tech in Security Management/ Security Risk Management (NQF level 6) or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of three years' supervisory experience in security environment. Grade B PSIRA registered certificate. Completion of Security Management Course offered by Sate Security Agency (SSA) would be an added advantage. Valid drivers' license - Code EB. Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations. Ability to work with other stakeholders including SAPS, SSA and clients. Computer literate (MS Word, Excel, Power point and outlook). Ability to work under pressure and travel extensively. Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Coordinate and manage implementation of physical security measures for the Office of the Chief Justice (OCJ) Head Office and other OCJ Service Centres in line with the Minimum Physical Security Standards (MPSS). Conduct Threat & Risk Assessments. Contract Management: management of Security Service Providers contracted to OCJ. Roll out of security awareness programmes. Investigate security breaches and compile investigation reports. Coordinate provision of security measures for the Judiciary. Enforcement of compliance with Occupational Health & Safety Act (OHSA). Develop and oversee implementation of the Contingency Plan. Coordinate security planning for special events hosted by the Department, the events which include planning for high profile cases enrolled at Superior Courts. Security Stakeholders engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives. Security Administration: Compile and consolidate monthly and quarterly reports submitted by various OCJ Provincial Service Centres across all provinces.

ENQUIRIES : Technical enquiries: Mr C Manyathela Tel No: (010) 493 2500
HR Related Enquiries Mr. A Khadambi Tel No: (010) 493 2500

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/39 : **LAW RESEARCHER REF NO: 2024/92/OCJ**

SALARY : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

CENTRE : Free State Division of the High Court
REQUIREMENTS : Matric certificate. An LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutasta t); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All

		shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
<u>ENQUIRIES NOTE</u>	:	Technical/HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 28/40</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2024/93/OCJ</u> Re-Advert, candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R308 154 – R362 413 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Eastern Division of the High Court: Gqeberha Matric Certificate and a three-year National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) year's practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (mainly IsiXhosa), Isi-Zulu and Southern Sotho will be an added advantage on languages. A valid driver's license will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written language proficiency testing. Skills and Competencies: Excellent communication skills (Written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills, Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting service during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coinwords. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES NOTE</u>	:	Technical/HR Related Enquiries Mr. Mponzo Tel No: (047) 726 5217
	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 28/41</u>	:	<u>JUDGE'S SECRETARIES REF NO: 2024/97/OCJ (X3 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R308 154 – R362 413 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Supreme Court of Appeal: Bloemfontein Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaves in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

ENQUIRIES

: Technical/HR enquiries: Ms N DeLaRey Tel No: (051) 406 8100

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/42

: **REGISTRAR REF NO: 2024/94/OCJ**

SALARY

: R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Labour and Labour appeals Court: Johannesburg
: Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.

DUTIES

: Manage and execute quasi-judicial functions, Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes, Initiating Court Proceedings, Coordinate, Interpreting

services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES : Technical/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/43 : **REGISTRAR REF NO: 2024/95/OCJ**

SALARY : R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg
REQUIREMENTS : Qualifications. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.

DUTIES : Manage and execute quasi-judicial functions, Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes, Initiating Court Proceedings, Coordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES : Technical/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/44 : **REGISTRAR REF NO: 2024/96/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to re-apply

SALARY : R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of the High Court: Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.

DUTIES : Co-ordinate of cash-flow management and support services to the judiciary and prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conference, processing of applications for hearing dates and trial dates in line with case-

flow management standards. Quality checks on criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute request from the judiciary in connection with cases and cases related matters. Exercise control over the management and safekeeping of case record and record room. Deal with the files in terms of the relevant codes and legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.

ENQUIRIES : Technical/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/45 : **REGISTRAR'S CLERK REF NO: 2024/98/OCJ**

SALARY : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of the High Court: Bisho
REQUIREMENTS : Matric certificate, one (1) year administration experience preferably in a court environment. The following will be an added advantage: Experience in general legal administration. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render support services to case flow management, Filing of civil process; Render counter services; Act as liaison between Judges and Legal Practitioners; Attend and oversee to general public queries; Rendering of efficient and effective support services to court; Attend telephone and / electronic official queries/ correspondence; Manual data collection, capturing, monitoring and control; Provide administrative support in Registrar's office(general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or supervisor; and Assist in the filing and safekeeping of the recorded cases, Uploading and updating case information on registrars' tools.

ENQUIRIES : Technical/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 28/46 : **ADMINISTRATION CLERK REF NO: 2024/99/OCJ**

SALARY : R216 417 - R254 928- per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court, Cape Town
REQUIREMENTS : Matric certificate or equivalent qualification .Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management .Drivers licence Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal)Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Customer service Document management All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Maintenance of criminal record books and charge sheets, writing and tracing of summonses Writing of witness fees books Provide administrative support in general court and case flow management provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.

ENQUIRIES : Technical/HR related enquiries: Ms M Baker Tel No: (021) 469 4032

- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 28/47** : **ADMINISTRATION CLERK: ASSETS REF NO: 2024/100/OCJ**
- SALARY** : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Makhanda
: Matric certificate and no experience required Skills and Competencies: Computer literacy (MS Word/Excel) Good communication skills (written and verbal) Good interpersonal relations, Customer service Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Render efficient and effective support to the court. Facilitate the maintenance of a complete, reliable, and accurate asset register for the departmental owned assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identification and reporting of stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitoring of leased asset register and expiring contracts.
- ENQUIRIES NOTE** : Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
: QOCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 28/48** : **ADMINISTRATION CLERK REF NO: 2024/106/OCJ**
- SALARY** : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of the high court: Makhanda
: Matric certificate and no experience required Skills and Competencies: Computer literacy (MS Word/Excel) Good communication skills (written and verbal) Good interpersonal relations, Customer service Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Render efficient and effective support to the court. Facilitate the maintenance of a complete, reliable, and accurate asset register for the departmental owned assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identification and reporting of stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitoring of leased asset register and expiring contracts.
- ENQUIRIES NOTE** : Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 28/49** : **USHER MESSENGER REF NO: 2024/101/OCJ (X2 POSTS)**
- SALARY** : R155 148 – R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Mthatha
: Grade 9 and No Experience Required. Skills and Competencies: Computer literacy (MS Word/Excel) Good communication skills (written and verbal) Good interpersonal relations, Customer service Interpersonal skills Conflict Management Work ethic and motivation Professional appearance and conduct Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and

ENQUIRIES
NOTE

documents Collection and deliveries of post and documents as required.
Distributing of post and documents accordingly.
: Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
: OCJ will give preference to candidates in line with the departmental
Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure 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 (specifically persons with disabilities and women), 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 : 23 August 2024 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified 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, any disciplinary proceeding and a security clearance. Posted, hand delivered or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. NB: Applications must be submitted as a Single document/One Attachment to the email addresses specified for each position. (kindly note that the emailed applications and attachments should not exceed 15MB)

OTHER POSTS

- POST 28/50** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/78**
(Re-advertisement for Ref No: 2024/73, Public Service Vacancy Circular 27 dated 26 July 2024: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE REQUIREMENTS** : Johannesburg Regional Office
Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Valid driver's license. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge of programme and project management, engineering, legal and operational compliance, Engineering operational communication, Process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills ,engineering design and analysis knowledge ,Research and development, computer-aided engineering applications, creating high performance culture, technical consulting, engineering and professional judgment Strategic capability and leadership, problem solving and analysis ,decision making, team leadership, creativity ,Financial management, customer focus and responsiveness, Communication, Computer skills, People management, planning and organising, conflict management, negotiation skills, change management registration.
- DUTIES** : Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory and Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology, pioneering of new engineering services and management methods. Maintain engineering operational effectiveness; manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide Good Governance; Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES APPLICATIONS** : Mr. KJ Mahloko Tel No: (011) 713 6051
Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB24-01@dpw.gov.za
- FOR ATTENTION** : Mr M Mudau

- POST 28/51** : **PROFESSIONAL ENGINEER, CIVIL (GRADE A) REF NO: 2024/79**
(Re-advertisement for Ref No: 2024/15 Public Service Vacancy Circular 06 of 2024: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R833 499 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license. Experience in various fields of civil engineering mainly in dealing with building wet services or water engineering associated with buildings. Knowledge of the main contracts used in the civil engineering industry. Good communication skills. Excellent technical report writing, and presentation skills are required. Innovative problem-solving ability and ability to work independently. Knowledge of all relevant Built Environment laws and standards applicable in the civil engineering profession.
- DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct designs and approval of new engineering works as a professional. Assist project managers in resolving technical disputes arising at different stages of the project. Participate in the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Supervise the work of candidate engineers, technologist and technicians.
- ENQUIRIES** : Mr Horisani Madzivane Tel No: (012) 492 2145
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-08@dpw.gov.za
- FOR ATTENTION** : Ms NP Mudau
- POST 28/52** : **PROFESSIONAL ENGINEER, STRUCTURAL (GRADE A) REF NO: 2024/80**
(Re-advertisement for Ref No: 2024/14 Public Service Vacancy Circular 06 of 2024: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R833 499 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license. Experience in various fields of structural engineering mainly in the dealing with building structures. Knowledge of the main contracts used in the civil engineering industry. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Knowledge of all relevant Built Environment laws and standards applicable in the civil engineering profession.
- DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various structural engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct designs and approval of new engineering works as a professional. Assist project managers in resolving technical disputes arising at different stages of the project. Participate in the development, implementation, review and regular updating of standardised structural engineering practice manuals for the Department. Supervise the work of candidate engineers, technologist and technicians.
- ENQUIRIES** : Mr Trevor Mathabatha Tel No: (012) 406 1596
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-09@dpw.gov.za
- FOR ATTENTION** : Ms NP Mudau

POST 28/53 : **PROFESSIONAL ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/81**
(Re-advertisement for Ref No: 2024/21 Public Service Vacancy Circular 06 of 2024: Applicants who previously applied are encouraged to re-apply)

SALARY : R833 499 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Kimberley Regional Office

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license. Knowledge of Mechanical Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Engineering design and analysis knowledge. Programme and Project Management, extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, research and development, proficient in computer-aided engineering applications, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Developing solutions and to provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Creating high performance culture. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356

APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley
RecruitKIM24-01@dpw.gov.za

FOR ATTENTION : Ms N Hlongwane

POST 28/54 : **PROFESSIONAL ENGINEER: STRUCTURAL (GRADE A) REF NO: 2024/82**
(Re-advertisement for Ref No: 2024/22 Public Service Vacancy Circular 06 of 2024: Applicants who previously applied are encouraged to re-apply)

SALARY : R833 499 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Kimberley Regional Office

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license. Knowledge of Civil and Structural Engineering best practice in the construction industry,

design codes, standards and NDPWI manuals and guideline documents. Programme and Project Management, extensive knowledge of all civil/structural 20 engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Assessment of Civil (wet services and pavement structure) and structural infrastructure. Developing solutions and provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

APPLICATIONS

: Mr S Cosa Tel No: (053) 838 5356
 : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley or email to: RecruitKIM24-02@dpw.gov.za

FOR ATTENTION

: Ms N Hlongwane

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email to adreyer@tourism.gov.za
- CLOSING DATE** : 19 August 2024 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA. The department currently has IT system challenges, please consider applying through physical delivery and posting as an addition to email application.

MANAGEMENT ECHELON

- POST 28/55** : **DIRECTOR: PROJECT MANAGER REF NO: DT12/2024**
(12 Months Fixed Term Contract)
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised Bachelor's degree (NQF 7) in Built Environment. A minimum of 5 years' working experience at middle management in built environment. Registration with the Council of South Africa. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and Practice noted. Knowledge of Engineering design and analysis. Technical knowledge of the built environment. Knowledge of financial administration processes and systems (WCS). Knowledge of PMBOK Guidelines. Management skills. Advanced technical report writing skills. Advanced communication skills. Strategic planning skills. Negotiation skills. Time management skills. Decision making skills. Advanced interpersonal and diplomacy skills. Contract management. Research and development skills. A valid driver's (minimum Code B) license. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Reporting to Chief Construction Project Manager, the successful candidate will be responsible for the following key functions: Identify construction management trends and opportunities for businesses processes improvement; making recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures; ensuring compliance with project progresses approved programs and relevant framework; ensuring the development and implementation of support tools; ensuring the implementation of sound effective and efficient internal control system; designing and ensuring implementation of project management methodologies for the projects' life-cycle; providing inputs to DBSA on conceptualisation of special major projects; managing the project change management process; managing service level agreements signed between the department and DBSA; ensuring that the final design conforms to the departmental quality standards and requirements; providing technical advice

on special projects and other related matters and maintaining relations with stakeholders; managing the process of appointment of service providers/contractors; overseeing the contract management services for EPWP construction projects; managing the design, planning, documentation processes and milestones of the projects; providing strategic and technical support to EPWP activities; ensuring the implementation of EPWP project; managing the co-ordination of special projects; developing a holistic maintenance on EPWP programmes; Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; managing the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; managing the commercial value add of the discipline-related programmes and projects; facilitating the compilation of innovation proposals to ensure validity and adherence to organizational principles; allocating, controlling and monitoring expenditure according to the budget to ensure efficient cash flow management; Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; developing and managing the operational plan of the PSP team and reporting on progress as required; establishing, implementing and maintaining efficient and effective communication arrangements; compiling and submitting all required administrative reports; quality controlling work delivered by employees; monitoring the budget and expenditures for the PSP team.

ENQUIRIES
NOTE

: Dr S Chettiar Tel No: (012) 444 6349 / schettiar@tourism.gov.za
: All shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job as well as an integrity assessment. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. The successful candidate must receive a positive security clearance and vetting outcome from State Security Agency.

OTHER POST

POST 28/56

: **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A-B) REF NO: DT11/2024**
(12 Months Fixed Term Contract)

SALARY

: R1 200 426 – R2 264 130 per annum, (Salary to be determined in term of the Occupational Specific Dispensation)

CENTRE
REQUIREMENTS

: Pretoria
: Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and Practice noted. Knowledge of Engineering design and analysis. Technical knowledge of the built environment. Knowledge of financial administration processes and systems (WCS). Programme and project management skills. Computer-aided engineering and project application skills. Maintenance skills and knowledge. Legal and operational compliance skills. A valid driver's (minimum Code B) license. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES

: Reporting to the DDG, the successful candidate will be responsible for the following key functions: performing final reviews and approvals or audits on project designs according to project design principles or theory; coordinating design efforts and integration across disciplines to ensure seamless integration with current technology; managing the execution of project management strategy through the provision of appropriate structures, systems, and resources; setting project standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability; monitoring project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives; ensuring the availability and management of funds to meet the MTEF objectives within the project environment/services; managing the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; managing the commercial added value of the discipline-related programmes

and projects; facilitating the compilation of innovation proposals to ensure validity and adherence to organizational principles; allocating, monitoring, and controlling expenditure according to the budget to ensure efficient cash flow management; allocating, monitoring, and controlling resources; compiling risk logs (databases) and managing significant risk according to sound risk management practice and organizational requirements; providing technical consulting services for the operation of project-related matters to minimize possible project risks; managing and implementing knowledge-sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements, and return on investment; continuously monitoring the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; directing the development motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of project services according to organizational needs and requirements; managing subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES
NOTE

- : Dr S Chettiar Tel No: (012) 444 6349 / schettiar@tourism.gov.za
- : All shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job as well as an integrity assessment. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. The successful candidate must receive a positive security clearance and vetting outcome from State Security Agency.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 19 August 2024

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 28/57 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 190824/01**
Branch: Southern Operations
Dir: Operations Southern (WRIOM)

SALARY : R580 551 per annum, (OSD)

CENTRE : Port Elizabeth /Gqeberha

REQUIREMENTS : A 4-year Degree or equivalent in Environmental Management or Natural Science. Six (6) years post qualification experience. Internship or experiential learning will serve as an added advantage The disclosure of a valid unexpired driver's license. Sound knowledge of the National Water Act (No. 36 of 1998) and the National Environmental Management Act (No. 107 of 1998). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water and environmental sector: relevant legislations together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring. Understanding of social and economic development issues. Project and programme management experience will be an added advantage. Excellent communication skills including verbal, report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to project and stakeholder engagement.

- DUTIES** : Manage Environmental Support Unit in the Southern Operations Directorate. Ensure the sound environmental management of water resource infrastructure within the Eastern and Western Cape Provinces. Assist with the development and implementation of resource management plans and business plans for all state dams in Western Cape and Eastern Cape. Manage the access and use of state dams as per the relevant policies and legislations. Manage EIA processes, including the writing of Terms of Reference, appointment and management of EIA specialist Professional Service Providers. Provide input to and develop EMPs where required. Ensure that the Water Quality of Government Water Works are maintained. Ensure that activities which take place at Government Water Works are compliant with the relevant legislation and policies. Compile monthly reports. Ensure compliance of DWS water treatment plants in terms of the SANS 241 drinking water. Ensure compliance of DWS wastewater treatment plants in terms of the general limits for discharge of effluent into a water resource. Achieve full compliance of such plants in respect of the Blue and Green Drop programs. Manage staff according to the relevant policies. Manage the finances of the Environmental support unit, including budgeting, demand management and expenditure control.
- ENQUIRIES APPLICATIONS** : Mr. G Daniell Tel No: (041) 508 9706
Southern Applications (Port Elizabeth /Gqeberha): Please email your application quoting the relevant reference number on the subject line to: SORecruit28@dws.gov.za or hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer, Gqeberha, 6070 or post to: P.O. Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065.
- FOR ATTENTION** : Mr. MN Jonkerman
- POST 28/58** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL) REF NO: 190824/02**
Branch: Provincial Operations Office Northern Cape
Sub Directorate: Water Resources Planning Support
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Kimberley
A National Diploma in Civil Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in civil engineering calculations. Knowledge of HYDSTRA. Knowledge of Occupational Health and Safety act (OHS). Good communication skills, interpersonal relations, managerial skills. Technical report writing skills. Experience in survey tasks, calibration and design of gauging weirs and current gauging. Gauging network management, raw data management and data processing on HYDSTRA. Management of maintenance and minor construction work, maintenance of real time equipment and equipment needs. A sound understanding of Government Policies. Environment Conservation and the National Water Act (Act no. 36 of 1998). Willingness to travel and work away from home.
- DUTIES** : Establish network and maintain existing Hydrology infrastructure in the Northern Cape (Lower Vaal / Lower Orange WMA): Survey tasks, Calibration and Design, Current gaugings and Network Management. Management of Hydrological Information: Raw Data management and Processing of Hydrological Data. System maintenance: Maintain Real Time Equipment and Data register.
- ENQUIRIES APPLICATIONS** : Mr O D Thebe Tel No: (053) 8308815
Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to: NCRecruitment@dws.gov.za or hand deliver at 28 Central Road, Beaconsfield, Kimberley, 8301 or post to: Private Bag X6101, Kimberley, 8301.
- FOR ATTENTION** : Ms C Du Plessis

POST 28/59 : **ENVIRONMENTAL OFFICER PRODUCTION (GRADE A – C) REF NO: 190824/03**
Branch: Southern Operations
Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)

SALARY : R325 917 - R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Gqeberha/Port Elizabeth

REQUIREMENTS : A National Diploma in Environmental Management or Natural Science. One (1) year working experience including internship or experiential learning will be an added advantage The disclosure of a valid unexpired driver's license. Sound knowledge of the National Water Act (No. 36 of 1998) and the National Environmental Management Act (No. 107 of 1998). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water and environmental sector: relevant legislations together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel to country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder's engagement.

DUTIES : Ensure the sound environmental management of water resources within the Eastern and Western Cape Area. Assist with the development and implementation of resource management plans and business plans for all state dams in Eastern Cape and Western Cape. Manage the access and use of state dams as per the relevant policies and legislations. Provide inputs to EIAs, where relevant. Provide input to and develop EMPs where required. Ensure that the Water Quality of Government Water Works are maintained. Ensure that activities which take place at Government Water Works are compliant with the relevant legislation and policies. Compile monthly reports. Ensure compliance of DWS water treatment plants in terms of the SANS 241 drinking water. Ensure compliance of DWS wastewater treatment plants in terms of the general limits for discharge of effluent into a water resource. Achieve full compliance of such plants in respect of the Blue and Green Drop programs. Provide a support function to the Environmental Manager to develop and implement Resource Management Plans (RMPs) at Government Water Schemes.

ENQUIRIES : Mr. G Daniell Tel No: (041) 508 9706

APPLICATIONS : Southern Operations (Port Elizabeth /Gqeberha): Please email your application quoting the relevant reference number on the subject line to: SOREcruit28@dws.gov.za or hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer, Gqeberha, 6070 or post to: P.O. Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065.

FOR ATTENTION : Mr. MN Jonkerman

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will receive preference.

- APPLICATIONS** : Submit via the following options: (1) eRecruitment System available at: <https://erecruitment.ecotp.gov.za> or www.ecprov.gov.za (under careers). To report any technical glitch send an email with your ID Number, profile email address and the details of your issue to: erecruitment@safetyec.gov.za or (2) Post to: The Recruitment Centre, Community Safety P/BagX0057, Bisho 5605 or (3) Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605 Do not submit any CVs to this email address, should you do so your application will be regarded as lost. Applicants are encouraged to use the e-Recruitment system.
- FOR ATTENTION** : Ms B. Mndindwa or Ms L. Mazwi
- CLOSING DATE** : 19 August 2024. No Late / No Faxed/ No emailed applications will be accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to.

OTHER POSTS

- POST 28/60** : **ASSISTANT DIRECTOR: MULTI-SECTORAL AGENCY REF NO: DOCS 01/07/2024**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
- CENTRE** : Bisho
- REQUIREMENTS** : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in International Relations/Political Science/ Public Administration / Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence.
- DUTIES** : Responsible for police relations i.e CPF's, District safety Model. Coordination of sub-workstreams i.e School Safety, PSS and other related workstreams.

Management of the Expanded Public Works Programme "EPWP". Coordination within government and with other relevant agencies, community, civil society and other relevant stakeholders. Stimulate the identification and development of crime prevention measures and long-term strategies for tackling the causes of crime and lack of safety. Ensuring that community safety is a high priority for relevant departments, organisations and community formations.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 28/61 : **ASSISTANT DIRECTOR: OVERSIGHT REF NO: DOCS 02/07/2024**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/Public Management/Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence.

DUTIES : Office Administration, Implement and supervise Safety Brigades, Safety Patrollers and CLO's, Manage and analyse impact assessment of monitoring tools, guidelines and systems. Implement and monitor complaints management. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance reports. Build relations with governmental stakeholders.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 28/62 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: DOCS 03/07/2024**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Commerce/Financial Management/Accounting, or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence. Competencies: Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA), good understanding of the BAS system as well as the interface between the bank and the BAS. Computer skills, effective communication skills, both written and verbal, and problem-solving skills. A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines.

DUTIES : Monitor and review clearing of suspense accounts. Follow-up on unallocated transactions in suspense accounts. Ensure processing of inter-departmental claims as per PFMA. Review and authorize departmental debt take-on. Follow-up on outstanding debts and inter-departmental claims. Monthly, quarterly, and annual reporting on departmental debts and suspense accounts. Prepare credible quarterly interim financial statements and annual financial statements with supporting working paper files. Proper filing of supporting documents. Ensure clearing of revenue related exceptions on BAS. Prepare revenue pay-overs for department's collection. Preparation of the monthly revenue reconciliation and Revenue IYM. Prepare monthly reports for compliance certificate. Ensure timeous and accurate month end and year closure of accounting records. Daily management of subordinates.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 28/63 : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION AND REBATES REF NO: DOCS 04/07/2024**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in in Commerce/ Financial Accounting / Cost and Management Accounting. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, DPSCA Circulars, SCOA, PERSAL and BAS Systems, Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written) and Computer Literate.

DUTIES : Render support in managing the payment of salaries and deduction of payments to third parties: Record salary debts on the appropriate form and communicate to the individual concerned and that amounts to be deducted. Ensure that all departmental claims are submitted to other departments and follow-up is made on them. Ensure that deductions are implemented on PERSAL for in-service employees. Ensure that all salary-related payments are processed. Manage and ensure that all payrolls are distributed on time to Pay point Managers, to avoid late return by them and to meet the requirements of PFMA and Treasury Regulations. Monitor and manage the complaints from Pay point Managers, so that they can be rectified within the next open month and to avoid exceptions from being repeated. Facilitate clearance and reconciliation of suspense accounts: Maintain suspense accounts and ensure that all are zero balance at both month end and year end. Ensure that reconciliation of salary-related suspense accounts is effected and outstanding balances explained. File records of signed suspense accounts. Ensure that BAS and PERSAL reconciliation is performed and submitted monthly, on or before the due date, to meet the requirement of PFMA. Monthly clearance of all PERSAL exceptions and ensure correction of link codes. Perform tax reconciliation returns. Prepare monthly reporting and quarterly inputs for Annual Financial Statements: Ensure that enhancements of suspense accounts are done monthly. Ensure that explanation of balances on suspense accounts is compiled and submitted. Compile and submit debt reporting template to debt management unit. Compile and submit quarterly inputs for preparation of Annual Financial Statements. Manage area of responsibility: Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 28/64 : **SENIOR COMMUNICATIONS OFFICER REF NO: DOCS 05/07/2024**

SALARY CENTRE REQUIREMENTS : R376 413 - R443 403 per annum (Level 08)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Communications/Journalism/Public Relations and Development Digital Marketing/Advertising. A minimum of 1-2 years of relevant experience and a valid south African driver's licence. Knowledge Sound written and verbal communication skills. Willingness to work overtime and on weekends.

DUTIES : Design and edit high-quality photographs and videos for use in various communication channels. Design and create visually appealing communication materials including infographic posters, newspapers, adverts, flyers,

brochures, pamphlets, newsletters and other promotional items. Create dynamic written, graphic and content that promotes audience interaction on the social media platforms using adobe software. Maintain and update the department's website with current and relevant information. Implement effective communication strategies and plans that build customer loyalty programs, brand awareness, and customer satisfaction. Prepare detailed media activity reports. Work with different marketing departments to generate new ideas for social content to drive Communication Action Plan and manage the content and social media marketing campaigns. Ensure brand consistency in all communication efforts. Manage reciprocal relations with media outlets and publishers to ensure collaboration in promotional activities. Monitor corporate image frequently and ensure it follows the brand manual of the department. Organize and coordinate public relations events when necessary. Communicate with press release writers to ensure content is accurate and reflects the style and brand voice of the organization. Safeguard the resources of the Communication and Marketing Unit. Perform administrative duties.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetynec.gov.za

POST 28/65 : **SENIOR ADMIN CLERK / TRANSPORT OFFICER: FLEET SERVICES REF NO: DOCS 06/07/2024**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/ Public Management/Transport Management, Logistic Management. A minimum of 1-2 years of relevant experience and a valid south African driver's licence.

DUTIES : Attend to requisitioning of vehicles from various directorates. Facilitate the payments of invoices to Government Fleet Management Services as per the applicable Service Level Agreement. Ensure mileages are consolidated and shared with GFMS on monthly basis. Ensure departmental vehicles are roadworthy, this includes booking vehicles for service intervals and routine maintenance. Prepare monthly fleet reports. Maintaining and updating departmental Fleet Register. Compile vehicle replacement plan quarterly. Monitor licensing of departmental vehicles. Provide required information on misuse of departmental vehicles. Provide fleet utilization report on monthly basis. Ensure trip authorities and logbooks are fully completed at all times. Assist in the process of accident reporting and distribute the required forms to the end-users. Assist in allocation of traffic fines to the departmental users. Facilitate the process of acquiring Ad-Hoc vehicles. Ensure compliance with transport / fleet legislation, policies and procedures'-ordinate the operation, maintenance and utilization of government vehicles Monitor the effective operation of various pool sections Oversee the effective maintenance and servicing of government vehicles Ensure that reports are 281 analyzed and payment processed Facilitate various directorates. the processing of accident reporting and 3rd party claims Oversee the physical verification process of government vehicles Facilitate the disposal of vehicles Undertake investigations into the abuse of vehicles Provides a secretarial/ receptionist support service to the manager. Plan and co-ordinate the acquisition of state vehicles Co-ordinate the licensing and disposal of vehicles. Ensure the replacement policy requirements for state vehicles is adhered to Reconcile the payments in respect of the acquisition and licensing of vehicles Compile monthly performance statistics in respect of fuel consumption Ensure that traffic violations are settled promptly.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetynec.gov.za

POST 28/66 : **PERSONAL ASSISTANT: CFO REF NO: DOCS 07/07/2024**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience and a valid south African driver's licence. Competence: Knowledge of Microsoft Office suite literacy at intermediate level. Computer

<u>DUTIES</u>	:	Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution.
	:	Act as the first point of contact for the CFO and maintain the effective working of the office. Provides administrative secretarial/receptionist support service to the CFO. Manage diaries by scheduling, prioritizing and managing appointments, travel arrangements and preparations for meetings. Provide the secretariat services in the CFO's Office. Screening phone calls, inquiries and requests, and handling them when appropriate. Manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the CFO. Monitors the Branch Budget. Provide support to other members of the Branch as necessary. Maintain systems and procedures to support the efficient running of the office. Maintain the highest level of confidentiality and adherence to policies and procedures.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 28/67</u>	:	<u>ADMIN CLERK: FINANCE & SCM REF NO: DOCS 08/07/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 - R254 928 per annum (Level 05)
	:	Chris Hani District Office
	:	National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) and a valid south African driver's licence will be added advantage.
<u>DUTIES</u>	:	Knowledge: Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 28/68</u>	:	<u>ADMIN CLERK: FINANCE & SCM REF NO: DOCS 09/07/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 - R254 928 per annum (Level 05)
	:	Alfred Nzo District Office
	:	National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) and a valid south African driver's licence will be added advantage.
<u>DUTIES</u>	:	Knowledge: Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of

subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services.
ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 28/69 : **ADMIN CLERK: FINANCE & SCM REF NO: DOCS 10/07/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Amatole District Office
REQUIREMENTS : National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) and a valid south African driver's licence will be added advantage.

DUTIES : Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 28/70 : **ADMIN CLERK: FINANCE & SCM REF NO: DOCS 11/07/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Financial Management /Supply Chain Management and a valid south African driver's licence will be added advantage. Competence: supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

DUTIES : Procurement source documents are verified and captured, once approved, the order is timeously placed with the supplier, in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Goods received, checked and reconciled with respective orders, correctly marked, moved and packed in the appropriate bin location, and inventory records accurately updated, in accordance with departmental policies and procedures and compliant with applicable legislative requirements. 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).

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries e-mail to: erecruitment@safetyec.gov.za

DEPARTMENT OF EDUCATION

APPLICATIONS : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours:

CLOSING DATE
NOTE

(08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No emailed / No faxed / No posted applications will be accepted.

: 19 August 2024. No late applications will be accepted.

: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a 24 months contract. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

POST 28/71

: **CHIEF QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING REF NO: DOECQS1/07/2024**

SALARY
CENTRE
REQUIREMENTS

: Grade A: R1 042 170 – R1 185 693 per annum, (OSD)

: Zwelitsha

: University degree (NQF 7) in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of

DUTIES

2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

: Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional

environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs, Maintain discipline, Manage performance and development of development of employees, Undertake human resources and other related administrative functions, Establish and maintain effective and efficient communication arrangements, Develop and manage the operational plan, Plan and allocate work, Develop and implement processes to promote control of work, Serve on transversal task teams as required, Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms, Monitor expenditure on infrastructure projects within budgets, Control cost and scope variances on infrastructure projects.

ENQUIRIES

: Mr M Mduba Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/72

: **CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF NO: DOECQS2/06/2024**

SALARY CENTRE REQUIREMENTS

: Grade A: R1 042 170 – R1 185 693 per annum, (OSD)
: Zwelitsha
: University degree (NQF 7) in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES

: Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of

project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

ENQUIRIES

: Mr. M Mduba Tel No: (040) 608 4246
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
 anele.rululu@ecdoe.gov.za

POST 28/73

: **CONSTRUCTION PROJECT MANAGER – PRODUCTION:
 INFRASTRUCTURE DELIVERY REF NO: DOECPM03/07/2024**

**SALARY
 CENTRE
 REQUIREMENTS**

: Grade A: R833 499 – R889 158 per annum, (OSD)
 : Zwelitsha
 : Standard 10/ Grade 12 plus minimum of National Higher Diploma a (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Post Graduate Diploma in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license, Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function

on conceptual level; Advanced proficiency in MS Office (Word, PowerPoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.

DUTIES : Manage and co-ordinate all aspects of projects in line with the Infrastructure Delivery Management System (IDMS) utilising the Education Facilities Management System (EFMS): Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Director Infrastructure Delivery Management as well as on the formats prescribed by the Grant Framework; and Manage project budget and resources ; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr. M Mduba Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/74 : **ENGINEER / PROJECT MANAGER: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF NO: DOE-EPM04/07/2024**

SALARY : Grade A: R833 499 – R889 158 per annum, (OSD). 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 : Zwelitsha
: University degree in the Built Environment Professions and/or equivalent qualification; Registered as a Professional Engineer with ECSA or Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP); Valid driver's licence; Computer literacy. Competencies: Construction Industry Development Board Act of 2000 and Regulations; PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System; Provincial/Departmental Supply Chain Management Policies; Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; Expanded Public Works Programme; Broad Based Black Empowerment Act of 2003; Preferential Procurement Act of 2000 and Regulations; Architectural Profession Act of 2000; Engineering Profession Act of 2000; Quantity Surveying Profession Act of 2000; National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act and Regulations of 1993; Project and Construction Management Professions Act of 2000; South African Schools Act of 1996, Regulations and Guidelines; National Environmental Management Act of 1998.; Relevant Provincial Land Administration Legislation; ISO standards; All different types and forms of construction contracts.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA)– referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA) Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.

Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRES

: Mr. M Mduba Tel No: (040) 608 4246
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
 anele.rululu@ecdoe.gov.za

POST 28/75

: **PROJECT OFFICER: HIV & AIDS LIFE SKILLS (X2 POSTS)**
 Conditional Grant Funded Contract: from the date of appointment-March 2025

SALARY CENTRE

: R444 036 – R532 602 per annum (Level 09)
 : Cluster A – Mthatha Ref No: DoE-PO05/07/2024
 Cluster B – Grahamstown Ref No: DoE-PO06/07/2024
 Komani PTD&LI – JJ Serfontein Ref No: DoE-PO07/06/2024

REQUIREMENTS

: A NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. The following key competencies and attributes are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills

		(verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level-headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.
<u>ENQUIRIES</u>	:	Ms B Mthenjane Tel No: (040) 608 4245 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 28/76</u>	:	<u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: DOE-CW07/07/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403 per annum Alfred Nzo East District National Diploma in any of the Built Environment qualifications or N3 and a passed trade test in the build environment. Or Registration as an Engineering Technician. Computer literacy; Valid driver's licence; Computer literacy. Minimum of Three Years' experience post qualification. A valid driver's license. Competences: Problem solving, personnel management, good planning, supervisory, organizing and motivation skills. Good verbal and written communication skills. Sound project management skills. Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act of 1993 and Regulations; South African Schools Act and Regulations; National Environmental Management Act of 1998; Public Finance Management Act. Specification writing; Education facilities Management System (EFMS); People and customer relations; PMBoK; Basic photography.
<u>DUTIES</u>	:	Maintenance and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs; Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance; Participate in annual evaluations on completed maintenance projects; Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans; Assist to orientate users in terms of the optimal usage of Facilities. NEIMS assessments. (building condition assessments) Assist to collect relevant data and information for updating NEIMS and Facility Management Systems; Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards; Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Disaster management plans. Assist to monitor compliance of disaster management plans; Provide assistance with preparation of disaster management plans; Assist to train Schools on the preparation of disaster management plans; Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs; Assist Schools to develop maintenance plans and budgets; Validate quality of school maintenance plans; Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.
<u>ENQUIRIES</u>	:	Mr. M Mduba Tel No: (040) 608 4246 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/77 : **WORKS INSPECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R255 450 - R300 912 per annum (Level 06)
: Joe Gqabi District Ref No: DOE-WI12/07/2024
: Sara Baartman Ref No: DoE -WI13/07/2024

REQUIREMENTS : National Diploma in any of the Built Environment qualifications; Computer literacy; Valid driver's licence; Computer literacy or N3 with passed trade test or National Diploma in Engineering. Minimum of five years' experience post qualification. Valid Drivers' Licence. Computer literate. Competencies: Job Creation Targets. (EPWP), National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act of 1993 and Regulations; South African Schools Act and Regulations; National Environmental Management Act of 1998; Public Finance Management Act (PFMA). Specification writing; Education facilities Management System (EFMS); People and customer relations; PMBoK; Basic photography.

DUTIES : Maintenance and Infrastructure Projects. Prepare specifications for work; Develop bill of quantities; Develop proposals on associated costs; Implement inspections on projects [maintenance and infrastructure projects; Compile estimates; Update the electronic maintenance systems; Prepare progress reports; Analyse and compile relevant project documentation; Manage activities of contractors; Facilitate and resolve problems; Monitor compliance with building regulations; Prepare progress reports; Validation of work completed and verification of invoices; Make recommendations on payments for work completed; Implement follow up inspections. NEIMS assessments. (building condition assessments) Assist to collect relevant data and information for updating NEIMS and Facility Management Systems; Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards; Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Disaster management plans Implement disaster management plans; Assist to prepare disaster management plans; Assist to provide training to Schools on the preparation of disaster management plans; Make inputs to the development of the integrated District Disaster Management Plan. School Maintenance Plans. Make inputs to School Maintenance Plans and budgets on completion of projects through application of life cycle costs; Make inputs to the development of the integrated District maintenance plan and budget; Assist to validate quality of school maintenance plans; Assist to make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans. Effective and efficient resources management. Maintain discipline; Manage performance and development of development of employees; Undertake human resources and other related administrative functions; Establish and maintain effective and efficient communication arrangements; Plan and allocate work; Develop and implement processes to promote control of work; Implement quality control of work delivered by employees.

ENQUIRIES : Mr. M Mduba Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/78 : **ADMIN CLERK: HIV & AIDS LIFE SKILLS REF NO: DOEAC11/07/2024**
(Contract Post): (Conditional Grant Funded) (from the Date of Assumption of Duty-31 March 2025)

SALARY CENTRE : R216 417 – R242 928 per annum (Level 05)
: Zwelitsha
REQUIREMENTS : Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. Knowledge of Education Sector and driver's license will be added advantage.

DUTIES : Capture data for processing payment for School Health and Lifeskills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Conduct monthly verification on payments made and process system and bank rejections as well as monitor payment of correct beneficiaries in their correct banks, Ensure safekeeping of Contracts for School health beneficiaries, Develop a database of all contracted beneficiaries with the details of schools and or CMC where they are placed/contracted, Ensure that all the information captured is correct, verified and validated, Keep back-up copies and copies of documents submitted for payment of stipends in line with the standard archive procedures, Liaise with Clusters for monthly reports, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with Data Capturers and Project Officers to verify uploaded school health and safety data on EMIS, Audit school health and safety LTSM procured, Policies and Circulars developed and keep distribution lists thereof, Make follow-up on communication sent to districts by the Province, Conduct quarterly impact assessments of programmes rendered in schools and consolidate performance reports, Provide general administration support services within the Unit, Obtain quotations, complete procurement forms in relation to procurement of goods and services, Arrange travelling and accommodation and check correctness of subsistence and travel claims of officials within the Unit, Manage allocated resources in line with legislative and departmental policy directives, Develop registers and compile manuals for training, Prepare and submit monthly, quarterly, and annual reports.

ENQUIRIES : Ms B Mthenjana Tel No: (040) 608 4245
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/79 : **DATA CAPTURER: HIV & AIDS LIFE SKILLS (X3 POSTS)**
Conditional Grant contract: from the date of assumption of duty -31 March 2025

SALARY CENTRE : R183 279 – R215 892 per annum (Level 04)
Cluster A – Mthatha Ref No: DoE-DC08/07/2024
Cluster B – Grahamstown Ref No: DoE-DC09/07/2024
Komani PTD&LI – JJ Serfontein Ref No: DoE-DC10/07/2024

REQUIREMENTS : Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. Knowledge of Education Sector and driver's license will be added advantage.

DUTIES : Capture data for processing recruitment and payment for School Health and Lifeskills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Liaise with Districts for monthly reports from the LSAs, LSA Supervisors and Social Work Graduates, Ensure that the information is captured correctly, verified, and validated. Check accuracy of data captured and deal with queries, Ensure safekeeping of necessary documents to process payment of stipends e.g. reports and signed confirmation lists in line with the standard archive procedures, Capture all School Health and Safety information on applicable data base and produce reports when required to do so, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with School Admin Clerks to verify uploaded school health and safety data on SASAMS, Audit school health and safety LTSM, Policies and Circulars provided to schools and keep distribution lists, Conduct quarterly impact assessments of programmes rendered by LSAs, LSA Supervisors and Social Work Graduates and consolidate performance reports when required to do so, Write and submit monthly, quarterly, and annual reports to the Province.

ENQUIRIES : Ms B Mthenjana Tel No: (040) 608 4245
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OFFICE OF THE PREMIER

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> or To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email with your

ID Number, your profile email address, details of the issue to: e-recruitment-bhisho@safetyec.gov.za (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

CLOSING DATE
NOTE

: 19 August 2024
: Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

OTHER POSTS

POST 28/80

: **ICT NETWORK CONTROLLER REF NO: OTP 02/07/2024**
Component: Departmental ICT
Re-advertisement: those who applied before may need to re-apply

SALARY
CENTRE
REQUIREMENTS

: R308 154 - R362 994 per annum (Level 07)
: Bhisho
: National Senior Certificate, an IT -related NQF level 6/7 - National Diploma or Degree with three (3) years or more IT industry experience of which a minimum of 2 years should be maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). Advantageous Industry Certifications. Microsoft Certified: Windows Server Hybrid Administrator Associate and/or Azure Administrator Associate and/or Azure Network Engineer Associate and/or Azure Stack Hub Operator Associate certification(s) or other relevant Microsoft Technical certification. These Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with any of these certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

- DUTIES** : Administer windows server hybrid core infrastructure - Deploy and manage Active Directory Services in on-premises and cloud environments, manage windows servers and workloads in a hybrid environment, manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure, manage storage and file services. Implement, manage, and monitor a Microsoft Azure environment - Manage Azure identities and governance, implement and manage storage, deploy, and manage Azure compute resources, configure and manage virtual networking, monitor and maintain Azure resources. Plan, implement, and manage azure networking solutions - Design and implement core networking infrastructure, design, implement, and manage connectivity services, design, and implement application delivery services, design and implement private access to Azure services, secure network connectivity to Azure resources. Configuring and operating a hybrid cloud with Microsoft azure stack hub - Plan and deploy Azure Stack Hub, provide Hub services, manage infrastructure. Configure & manage network resources - End-to-end LAN and WAN connectivity, and functions of FTP, TFTP, Telnet, Secure Shell (SSH), and Ping, Cisco router and switch models, and their interfaces. Ensure Cisco IOS CLI functions are used for interpreting and updating the basic Cisco IOS Software. Use Console Port and Terminal Program to manage configurations and perform software upgrade or downgrade using TFTP, FTP, XMODEM, and USB Storage. Manage the physical network layer in terms of cabling and network termination points.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- POST 28/81** : **SURVEILLANCE (SECURITY) OPERATORS REF NO: OTP 01/07/2024 (X2 POSTS)**
(Fixed term contract of 12 months - Re-advertisement: previously applied candidates may re-apply)
- SALARY** : R216 417 – R254 928 per annum (Level 05), plus 37% in lieu of service benefits.
- CENTRE** : Bhisho
- REQUIREMENTS** : Matric Certificate or National Senior Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade B security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, Minimum of 2 years' experience in the Physical Security environment. Job related knowledge: Knowledge of control room procedure Closed Circuit Television (CCTV) surveillance system. The Criminal Procedure Act. Minimum Physical Security Standards (MPSS) document. Minimum Information Security Standard (MISS) document. Occupational Health and Safety (OHS) Act. Job related skills: Investigation skills. Computer literacy. Communication skills (verbal and written). Facilitation skills. Report writing skills. Presentations skills. Liaison skills. Interpersonal skills. A valid driver's license will be added advantage. Skills and Competencies: Good verbal communication skills. Good work ethic Interpersonal skills, Good communication (verbal and written); Problem solving and decision making skills; Interpersonal Relations; Teambuilding, People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.
- DUTIES** : Support with the management with physical security operations. Oversee control room operations. Coordinate repairs or replacement of malfunction security system. Conduct security inspection of all security equipment's. Ensure access control compliance and adherence of security policies. Coordinate and monitor key control measures. Assist with preliminary investigation for security breaches. Report all breaches to all relevant stakeholders. Create registers for security breaches. Ensure officials open cases with South African Police Services (SAPS). Inform management immediately.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Submit only via the eRecruitment System available at: <https://erecruitment.ecotp.gov.za> or www.ecprov.gov.za (under careers). To report any challenges pertaining e-Recruitment System send an email with your ID Number, profile email address and the details of your issue to: Simphiwe.Mgudlwa@ectransport.gov.za. Do not submit any CVs to this email address, should you do so your application will be regarded as lost. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.

CLOSING DATE : 19 August 2024

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently un-signable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit his/her Permanent Residence Permit on or before interview date. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a Pre-entry Certificate into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

OTHER POSTS

POST 28/82 : **ASSISTANT DIRECTOR: DISTRICT SCHOLAR TRANSPORT (X2 POSTS)**
Re-advertisement

SALARY CENTRE : R444 036 - R532 602 per annum (Level 09), (annual salary range)
Joe Gqabi Ref No: DOT03/07/2024) (X1 Post)

<u>REQUIREMENTS</u>	: Sarah Baartman Ref No: DOT 04/07/2024) (X1 Post) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics/Transport Management/ Public Administration/Public Management/Project Management/Business Administration/Business Management/Communication/Developmental Studies. 3 year's relevant supervisory experience (Salary Level 7/8) in Public Transport/Scholar Transport environment. A Valid Driver license. Knowledge: Public Transport Function. Public Transport Forums. Project Management. Strategic planning. Report writing. Frameworks and Legislation governing Public Transport. Departmental service delivery principles. PSR, PFMA, PSA, NLTA. Departmental Strategic Planning. Departmental Annual Performance Plan. National Scholar Transport Policy. Provincial Scholar Transport Policy. Performance Management and Development Systems. Stakeholder and customer relationship Management. Social facilitation and conflict management understanding.
<u>DUTIES</u>	: To provide support in the implementation of Scholar Transport services: Facilitate the collating of compliant database by Department of Education (DOE) in accordance with the Scholar Transport Policy. Facilitate the process of suspending/terminating and replacement of Operators who fail to adhere to the agreed service levels and the replacement there after. Provide support in the process of recruitment and induction of Scholar Transport Monitors. Compile a report on the learners been ferried and support provided monthly. Provision of monitoring of Scholar Transport services: Facilitate the verification of KMs and routes aligned to the approved DOE database and handling queries relating to such by Operators. Coordinate the District Scholar transport performance monitoring. Facilitate the processing of compliant invoices for payment. Facilitate the inspection of Scholar Transport contracted vehicles in the District with Law Enforcement Office. Monitor the performance and reports of Scholar Transport Monitors. Collating monthly monitoring reports for the Scholar Transport. Assist in managing the Scholar Transport budget and payment of operators efficiently and effectively: Facilitate the cashflow projections for the payment of Operators to influence the district budget to cater for Scholar Transport plans. Facilitate the collection and verification of information for the payment of Service Providers. Monitor the expenditure by ensuring the verification of Proof of Delivery (PODs) against invoices and monitoring reports before payment is processed. Attend to payment queries received from Operators. Compile payables, accruals list and reconciliation of invoices with payment reports monthly. Administration of Scholar Transport stakeholder relations: Implementation of stakeholder engagement services including mediation, conflict, and dispute resolution. Ensure functional District Scholar Transport Steering Committees. Coordinate the District Joint Planning Committee with DOE seat effectively. Facilitate the induction and workshop of Operators participating in the Scholar Transport on the prescripts, code of conduct and completion of PODs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees under supervision. Supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the administration, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	: can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 28/83</u>	: <u>ASSISTANT DIRECTOR: PRE-AUDIT SERVICES REF NO: DOT 05/07/2024</u> Re-advertisement
<u>SALARY</u>	: R444 036 - R532 602 per annum (Level 09), (annual salary range)

<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Economics / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in pre-audit environment at a supervisory level (Salary Level 7/8). A valid driver's license. Knowledge: Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	Render control, compliance, and expenditure pre-audit services: Ensure manual verification of all orders before services is rendered and issues Pre-Audit certificate. Ensure manual verification of payment vouchers before payment is effected on BAS. Ensure manual verification of payments vouchers before payment is effected on PERSAL. Ensure verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Development or review of internal control framework. Development or review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage audit intervention plan: Audit Intervention Plan developed. Report Audit Intervention Plan to Provincial Treasury monthly. Ensure co-ordination of Control Self-Assessment: Report the outcomes of control Assessment Self-Assessment. Effective management of Pre-Audit unit: Prepare quarterly reports on the performance of Pre-Audit unit. Ensure that Pre-Audit budget is managed and variation between projections and expenditure is explained. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 28/84</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES (X7 POSTS)</u> (Readvertisement)
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Alfred Nzo Ref No: DOT 06/07/2024 (X1 Post)
	:	Chris Hani Ref No: DOT 07/07/2024 (X1 Post)
	:	OR Tambo Ref No: DOT 08/07/2024 (X2 Posts)
	:	Sarah Baartman Ref No: DOT 09/07/2024 (X3 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication / Business Administration / Business Management. 1-2 years' relevant experience in the environment. A valid driver's license. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed

contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation, and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

ENQUIRIES : can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

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

POST 28/85 : **FINANCE CLERK (SUP): EXPENDITURE MANAGEMENT SERVICES (X6 POSTS)**
Re-advertisement: those previously applied may re-apply

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
Chris Hani Ref No: DOT 10/07/2024
Joe Gqabi Ref No: DOT 11/07/2024 (X1 Post)
Sarah Baartman Ref No: DOT 12/07/2024 (X2 Posts)
Amathole Ref No: DOT 13/07/2024 (X2 Posts)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. 1-2 years working experience in salaries and expenditure environment. PERSAL Introduction Certificate will be an added advantage. A valid driver's license. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial Operating systems (PERSAL, BAS, LOGIS etc).

DUTIES : Render Financial Accounting Transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capture payments). Supervise filing of all documents. Perform salary administration support services: Receive salary related claims. Check claims for correctness, verification and approval (internal control). Verify processing of claims (e.g. capture payments). Approval of all captured claims. Supervise filing of all documents. Perform payroll Management Services: Receive payroll. Supervise processing of payroll (sorting and distribution). Supervise filling of all documents. Supervise Human Resources/Staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : can be directed to Ms. Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

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

POST 28/86 : **ETHICS AND RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: ECDOT01/07/2024**
(3 Year Contract)

SALARY : Annual salary range: Prescribed Rates by the National Treasury for remuneration of Members of Commissions & Committees of enquiry and audit.

CENTRE : KWT

REQUIREMENTS : A postgraduate qualification in Risk Management/Auditing/Accounting/MBA. Affiliation to a professional recognized body (SAICA, IIA, IRMSA, ACFE) and a professional designation such as CIA/CRMP/CFE/Certified Ethics Officer will

be an added advantage, a minimum of five (5) years senior management experience in risk management, ethics, investigations, financial management, business continuity and or internal audit environment. The candidate should demonstrate proven experience in serving on oversight committees such as Audit Committees, Ethics and Risk Management Committees in the Public Sector. Knowledge: Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Analytic reasoning abilities and excellent communication skills, Interpersonal relations, Research methodology skills, Plan and Organise, Project management skills, Report writing, Understanding of PFMA and its Regulations, National Treasury practice notes relevant to the Provincial Departments and Public Entities, Knowledge and understanding of the roles of Internal and External Auditors, Understanding Public Service Regulation framework. A person who has Government interest in delivering a better service to its citizens.

DUTIES : The candidate will chair the Ethics and Risk Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice / guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department.

ENQUIRIES : can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

POST 28/87 : **AUDIT COMMITTEE MEMBER REF NO: DOT02/07/2024**
(3 Year Contract)

SALARY : Annual salary range: The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.

CENTRE REQUIREMENTS : KWT
: A tertiary qualification in either financial accounting, auditing, risk management, strategy, information technology, governance, administration or economics with at least 5 - 10 years' experience, at a senior level, in the public sector. Must have a strong financial management, auditing, risk management, strategy, and/or information technology background and appropriate experience in the environment. Be independent and have knowledge commensurate with the status of the position. Demonstrate experience in participating in well-functioning audit committees of a medium to large organization. Have the ability to dedicate time to the activities of the AC. Knowledge: Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which provincial departments operate. Knowledge and understanding of the challenges faced. Knowledge and understanding of social and infrastructure environments in the public sector.

DUTIES : Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable regulatory frameworks. Help to strengthen objectivity and the credibility of financial and operational reporting. Monitor the performance of the internal audit activity. Monitor management responses to reported weaknesses, control deficiencies and make recommendations for improvement.

ENQUIRIES : can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 28/88** : **MEDICAL SPECIALIST FELLOW REF NO: REFS/021027**
Directorate: Internal Medicine - Gastroenterology
(Two-year fixed contract)
- SALARY** : R1 271 901 per annum, (all-inclusive - package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine. No experience required after registration with the HPCSA as a Medical Specialist in Internal Medicine. The following will be added advantage: Preference will be given to FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine.
- DUTIES** : As a consultant, the candidate will be responsible for the clinical management of general medical patients' medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up, and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties include managing patients at OPD, managing patients attending the Sub-specialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. Perform endoscopy and endoscopic interventions without supervision. Process the skill and knowledge required to manage a wide variety of gastrointestinal and hepatopancreatobiliary disorders. Function in a multi-disciplinary team. Be in possession of the appropriate gastroenterology qualification. Provide supervision for junior and nursing staff. The desired candidate will be required to set an example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Coordination of sub specialities services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of the clinical technology service as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Essentials skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment. Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialities. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof A. Mahomed Tel No: (011) 488 4649/3564, Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za please use the reference as the subject, alternatively submit at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective

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

- CLOSING DATE** : 19 August 2024
- POST 28/89** : **MEDICAL SPECIALIST FELLOW REF NO: REFS/021028**
Directorate: Surgery (Vascular)
- SALARY** : R1 271 901 per annum, (all-inclusive - package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in General Surgery. HPCSA registration as Medical Specialist in Surgery. No experience required after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate and postgraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. RESEARCH: Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof T.E. Luvhengo Tel No: (011) 488 3373
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only

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

- CLOSING DATE** : 19 August 2024
- POST 28/90** : **MEDICAL SPECIALIST REF NO: REFS/021029 (X2 POSTS)**
Directorate: Surgery (Urology)
- SALARY** : R1 271 901 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD Policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Specialist in Surgery. Registration with the HPCSA as a Medical Specialist in Surgery. No experience required after registration with the HPCSA as a Specialist in Surgery. The following will be added advantage: Must have a recognized qualification as a Specialist Urologist, FCUrol (SA).
- DUTIES** : Clinical history taking, examination and assessment of patients. Requesting and analyzing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping the clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching: Advice and supervise Registers. Formal teaching to post graduate and undergraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof A Adam Tel No: (011) 488 3397
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Application should be submitted strictly online (on a PDF Format only) at the following e-mail: Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as the subject or submitted to: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only

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

- CLOSING DATE** : 19 August 2024
- POST 28/91** : **MEDICAL OFFICER REF NO: REFS/021030**
Directorate: Neurosurgery
- SALARY** : R949 146 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. No experience required after registration with HPCSA as Medical Practitioner. The following will be added advantage: Registration with the HPCSA as an independent Medical Practitioner. At least one year post Community service.
- DUTIES** : Provide effective patient care. Teaching of undergraduate students. Participate in departmental activities. Clinical duties. Administrative duties such as capturing data on RedCap. Commuted overtime is compulsory.
- ENQUIRIES** : Dr M R Mayoyo Tel No:(011) 717 2715
M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Park town 2193 or submit online (PDF format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, White Males, Indian Males, Indian Females, African Males, African Females and White Females are encouraged to apply.

- CLOSING DATE** : 19 August 2024
- POST 28/92** : **MEDICAL OFFICER REF NO: REFS/021031**
Directorate: Internal Medicine
- SALARY** : R949 146 per annum, (all-inclusive - package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. No experience required after registration with HPCSA as Medical Practitioner. The following will be added advantage: Preference will be given to candidates with ACLS, AMLS, Diploma in HIV Management, Diploma in Internal Medicine and experience in teaching and research and medical registrar work experience.
- DUTIES** : As a Medical Officer in Internal Medicine, the candidate will be expected to rotate between working both General Internal medicine and Medical subspecialities. In General, Internal Medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise community service medical officers, junior registrars and interns and liaise with their senior consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a senior medical officers training in this regard. Other clinical duties will include managing patients at MOPD, managing patients attending the subspecialty OPD or specialty ward consultations within a relevant sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Essential skills: Patient first mentality; General management skills; excellent communication skills; good professional judgement; integrity and professional dependability; leadership experience; conflict management; cost-containment. Management training and experience; technology and computer skills; problem-solving experience; coaching and mentoring experience. Academic: Performance of research within the department. Supervision of research within the department and/or MMed will be required as per experience and prior degrees.
- ENQUIRIES** : Prof A. Mahomed Tel No: (011) 488 3654/3554
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be uploaded online (PDF Format only) at the following e-mail: Medicalhr.Cmjah@gauteng.gov.za , alternatively submit at : Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names

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

- CLOSING DATE** : 19/08/2024
- POST 28/93** : **REGISTRAR REF NO: REFS/021032**
Directorate: Public Health
- SALARY** : R949 146 per annum, (all-inclusive package). Please note the salary will be adjusted according to years of experience as per OSD Policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Registrar. HPCSA registration as Medical Registrar. No experience required after registration with HPCSA as Medical Registrar. The following will be added advantage: Further work experience after registration with the HPCSA as a Medical Practitioner, and a relevant post-graduate qualification.
- DUTIES** : The Public Health Medicine Registrar programme runs over a four- year period. Training includes work at institutes within, and affiliated to, the Gauteng Department, as part of experiential learning, the opportunity to perform overtime work in another discipline or area within the Gauteng Department of Health; and further training with the Department of Community Medicine, School of Public Health, University of the Witwatersrand, to facilitate completion of a Masters in medicine (MMed) in Public Health Medicine and other requirements directed by the College of Medicine of South Africa, to become a Fellow (Specialist) in the College of Public Health Medicine. The successful candidate will also be expected to participate in the Department's academic program and any related research activities.
- ENQUIRIES** : Dr H. Somaroo (harsha.somaroo@wits.ac.za)
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za or hand-delivered to Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193 Admin Building Room 10/02. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial

stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males, White Females, African Males, Indian Females, White Males, African Females are encouraged to apply.

CLOSING DATE

: 19 August 2024

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. (Applicants who applied previously must re-apply if they wish their applications to be considered). Applicants may also submit their Z83 and CV directly to the following email address kznjobs@kzncogta.gov.za
- FOR ATTENTION** : Ms NB Mabaso-Macaringwe
- CLOSING DATE** : 19 August 2024. Applications received after this date will not be accepted.
- NOTE** : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the 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. All these posts are being re-advertised and replaced. All applicants who applied previously must re-apply if they wish their applications to be considered. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

MANAGEMENT ECHELON

- POST 28/94** : **CHIEF DIRECTOR: MUNICIPAL ADMINISTRATION AND GOVERNANCE**
REF NO: 25/2024 (MAG)
Chief Directorate: Municipal Administration and Governance
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Governance, Public Management, Public Administration, Law (LLB) coupled with 5 years' experience at a senior management level within the local government environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG), which is submitted prior to appointment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of public service prescripts; Knowledge of relevant legislation & policies; Knowledge of an integrated approach to service delivery; Knowledge of the Legal framework of Local Government; Knowledge of strategic management and planning; Knowledge of policy analysis and programme management; Knowledge of spatial planning and financial management; Understanding protocols of the clients; Good planning, organising, leadership skills; Team development and decision making skills; Networking and presentation skills; Community development and researching skills; Legal and conflict resolution and management skills; Good communication skills (written and verbal); Computer literacy in MS Office and A valid driver's licence.

DUTIES : The successful candidate will be required to manage and ensure proper municipal governance and administration by municipalities in the province with the following key responsibilities: - Manage the promotion and support of sound municipal administration; Promote and support good governance practices in municipalities. Facilitate the compilation of a legislative framework for municipalities, manage the implementation of the governance and municipal administration aspects thereof and ensure compliance therewith; Manage, monitor and support municipal legal matters and ensure the application of the rule of law in municipalities; Manage and support municipalities in the fight against maladministration, fraud and corruption. Ensure the facilitation of synergistic partnerships between municipalities and traditional leadership. Render Programme Manager Functions.

ENQUIRIES : Mr M Khathide Tel No: (033) 355 6482

OTHER POSTS

POST 28/95 : **DEPUTY DIRECTOR: HR PLANNING REF NO: 27/2024 (HRMD)**
Chief Directorate: Human Resource Management and Development
Directorate: Organisational Development and Organisational Efficiency Services

SALARY : R849 702 per annum, (All-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in HRM/HR or a related qualification coupled with 3 years' junior management experience in an HR planning/strategies and policy development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of the Public Service Act & Regulations, Skills Development policies and strategies; Knowledge of departmental policies; Understanding of HRM practices in the Public Service; Knowledge of public service reporting procedures and work environment; Knowledge of the Labour Relations Act; Knowledge of policy development processes; Knowledge of the interpretation of legislation, policies and statistics; Knowledge of computer-based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation skills; Policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination skills; Financial Management and team building skills; Communication skills (verbal, written and networking); Project management, presentation and facilitation skills; Motivation, leadership and negotiation skills; Computer literacy in MS Office and A valid code 8 Driver's licence

DUTIES : The successful candidate will be required to manage the human resource planning and policy development processes with the following key responsibilities: - Develop and manage the HR Plan; Facilitate and manage policies in line with the HR Plan; Monitor and evaluate the implementation of HR strategies (EE Plan, HR Plan, HR policies etc.); Assess human resource demand, supply and constraints; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES : Mr M Cele Tel No: (033) 260 8063

POST 28/96 : **ENGINEER: WATER REF NO: 26/2024 (MID) (X2 POSTS)**

Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development

SALARY : R833 499 - R1 254 282 per annum, (OSD)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years post qualification engineering experience and a valid code 8 driving licence. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal

compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.

DUTIES : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:
- Design new systems to solve practical engineering challenges, Improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.

ENQUIRIES : Ms C Jama Tel No: (033) 897 5672

POST 28/97 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: 28/2024 (CS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in the Security field, or a related qualification coupled with 3-5 years security management/supervisory experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of security acts and policies; Knowledge of financial management systems and security functions as well as security management; Knowledge of policy analysis and project management; Strategic thinking, research and security skills; Financial management and decision making skills; Problem solving and interpersonal skills; Analytical and strategic management skills; Good communication skills (verbal & written); Computer literacy in MS office; A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to render effective and proficient security investigation services with the following key responsibilities:- Ensure that the Department and its property are safe and secure; Conduct investigations pertaining to security services in the Department; Assist with the management of service providers of security services at departmental buildings and events/functions; Formulate policies, procedures and guidelines; Provide advice and technical support on security matters.

ENQUIRIES : Mr D Mnyandu Tel No: (033) 897 3860

POST 28/98 : **DATA CAPTURER REF NO: 29/2024 (MESP)**
Chief Directorate: Monitoring Evaluation and Strategic Planning
Directorate: Policy And Research

SALARY : R183 279 per annum (Level 04)

CENTRE : Pietermaritzburg

REQUIREMENTS : Grade 12. Computer Literacy. Practical experience in information management and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge of procedures, norms and standards for information management. Hardware and software technology and data capturing. The successful candidate must have communication and Interpersonal skills, be a team player, Computer literacy and be able to Communicate effectively with staff/ management. Be Professional, Client-orientated and honest.

DUTIES : The successful candidate will be required to: Capture data from available records into the required formats. Produce reports as requested. Provide administration services. Review and validate all data from the records.

ENQUIRIES : Ms N Mshengu Tel No: (033) 260 8011

DEPARTMENT OF HEALTH

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

OTHER POSTS

- POST 28/99** : **HEAD CLINICAL UNIT (MEDICAL) (GRADE 1) - HAEMATOLOGY REF NO: GS 15/24 (X1 POST)**
Component: Internal Medicine Department
- SALARY** : R1 976 070 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Haematology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Clinical Haematologist. Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) Recommendations: Experience in managing a Haematology unit. Knowledge, Skills, Attributes and Abilities Sound clinical Haematology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Haematology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Haematology services in Area 2 Clinical responsibility in the discipline of Haematology and Internal Medicine with after hours participation (based on departmental operational need) Performance of clinical procedures related to haematological conditions Management Responsibilities: Development and support of Specialist Haematology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Haematology Unit Oversight and management of infrastructure, equipment and consumables in the Haematology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head of Haematology Department in Internal Medicine in Pietermaritzburg and Head of Haematology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Haematology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Haematology training in the PMB Metropolitan area under the auspices of the Department of Haematology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Haematology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Haematology and Medicine.
- ENQUIRIES APPLICATIONS** : Dr M Bizarre Tel No: (033) 897 3290
Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION NOTE** : Mr K.B. Goba
Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for This Post Is: African Male, African Female. Note: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.
- CLOSING DATE** : 19 August 2024

<u>POST 28/100</u>	:	<u>MEDICAL SPECIALIST: RADIOLOGY REF NO: HRM 20/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package) Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package) Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Victoria Mxenge Hospital Senior Certificate, MBCHB or equivalent, Registration certificate with HPCSA as a Medical Specialist in Radiology Plus current registration with HPCSA as a Medical Specialist (2024). Recommendation: Computer Literacy, Driver's license. Knowledge, Skills, Training and Competencies Required: The ability to teach and supervise staff and students, middle management and research skills, good administrative, leadership, decision making and communication skills and able to work in a team.
<u>DUTIES</u>	:	Provide specialist radiology services in all imaging modalities to all departments at Victoria Mxenge Hospital and related referral hospitals, Although involved in all imaging modalities, successful applicants will have to assist with, and oversee modalities as delegated by the HCU, maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, provide after hour care in accordance with the commuted overtime contract, training and supervision of staff and students in Radiology, provide expert opinion where required and consult with specialists on radiological Procedures, participate in Quality Improvement programs of the Department, Conduct, participate and assist in research, participate in both academic and clinical administrative activities and duties and be part of a multi-disciplinary team.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A Moosa Tel No: (031) 360 3477 All applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email. Lindokuhle.Ngcobo2@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov .
<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.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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
<u>CLOSING DATE</u>	:	19 August 2024
<u>POST 28/101</u>	:	<u>MEDICAL SPECIALIST – INTERNAL MEDICINE REF NO: HRM 21/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package) Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package) Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Victoria Mxenge Hospital MBCHB or equivalent, FCP (SA) OR equivalent Plus Registration certificate as a Specialist with the HPCSA PLUS Current registration with HPCSA (2024/2025), current and previous work experience endorsed by HR (certificate of service) Recommendation: Computer Literacy, Sub-specialty interest, Driver's License Knowledge, Skills, Training And Competencies Required: Management of complex Internal Medicine patients, Excellent decision

making, problem solving, leadership and mentorship skills, Sound medical ethics, Good communication skills and computer literacy, Accountability, flexibility, Orientation towards service delivery and Batho-Pele principals, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical governance (record and clinical audits, morbidity and mortality meetings), Leadership in the departmental academic program, Active participation in specialist clinics, Ability to work as part of a multidisciplinary team.

DUTIES : Creation of sub-specialty services at Victoria Mxenge Directorate of medicine, The incumbent will report to the Head of Clinical Unit and will be responsible to fulfill the following requirements according to the policies of the Department i.e. clinical care, scholarship, administration and management, professionalism, clinical governance and research, To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Department of Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine including lectures, tutorials, examinations and academic meetings, To participate in and contribute to the research and outreach activities of Department of Medicine, To supervise Acute Medical Unit at Victoria Mxenge Hospital, To present at Monday morning meetings at IALCH division of Medicine, Actively participate in governance committees at Victoria Mxenge Hospital, Administrative duties in the division of medicine of the University of KwaZulu Natal.

ENQUIRIES : Dr. P. Manickchund Tel No: (031) 360 3854
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email twigggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.

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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process.

CLOSING DATE : 19 August 2024

POST 28/102 : **MEDICAL SPECIALIST – OBSTETRICS & GYNAECOLOGY REF NO: HRM 22/2024 (X1 POST)**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package)
 Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package)
 Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)

CENTRE : Victoria Mxenge Hospital
REQUIREMENTS : MBCHB or equivalent, FCOG(SA) or equivalent, Registration certificate as a Specialist with the HPCSA PLUS Current registration with HPCSA (2024/2025). Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, Sound knowledge of medical ethics, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common Obstetrics and Gynaecology medical

- problems, Knowledge of current Health and Public Service legislation, regulations and policies, Concern for excellence.
- DUTIES** : Provide obstetrics and Gynaecology services in designation area of responsibility within the accepted guidelines and protocols, Provide support for the HOD in O&G in the management of the department, including human and financial resources, Perform, interpret and report obstetrics and Gynaecology procedures and studies, Active participation in continuing medical education programs, Participate in the Quality Improvement program in the department, Participate in the clinical audit activities within the department, Maintain clinical, professional and ethical standards related to obstetrics and Gynaecology services rendered, Actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), Perform and supervise operational research activities in O&G, Perform overtime as required in the Department, Perform outreach as required by the Department
- ENQUIRIES** : Dr. R. Greenthompson Tel No: (031) 360 3854
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email khayelihle.mbongwe@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.
- 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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
- CLOSING DATE** : 19 August 2024
- POST 28/103** : **MEDICAL SPECIALIST – PSYCHIATRY REF NO: HRM 23/2024 (X1 POST)**
- SALARY** : Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)
- CENTRE** : Victoria Mxenge Hospital
- REQUIREMENTS** : MBCHB or equivalent, FC Psych or MMed Psychiatry, Registration with HPCSA as Specialist Psychiatrist and current registration with HPCSA as a Medical Specialist (2024/2025). Recommendation: Computer Literacy, Possession of MMed or equivalent and ability to supervise research will be an added advantage. Knowledge, Skills, Training and Competencies Required: Sound knowledge and clinical skills in the management of adult and child psychiatry patients, Ability to supervise and teach junior and senior staff, Good communication, inter-personal and management skills, Sound professional and ethical values and a concern for excellence, Ability to work as part of a multidisciplinary team.
- DUTIES** : To provide safe, ethical and high quality of care through the development of standards, audits, research and risk management in the following areas-clinical and customer care (patient perspective), To supervise the training of registrars, interns, medical officers and undergraduate medical students in Psychiatry, Undertake training of undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expert advice and clinical support to District/regional level hospitals referring to

Victoria Mxenge Hospital, To participate in and contribute to the research and outreach activities of Department of Psychiatry, Active participation in quality improvement programs including clinical audits and continuous professional development activities in VMH, Assist with the setting of protocols for management of patients, Attend administrative matters as pertains to the unit, Empower in a respectful manner the medical and nursing staff through evidence based best practiced, Attend to meetings and workshops as directed, Comply with all legal prescripts Acts, legislatives, policies, circulars, procedures, guidelines and code of conduct for public service, Implement and evaluate compliance to the National Core standards and 6 key priorities, Adhere to correct channels of communication as per hospital organogram, Maintain clinical, professional and ethical standards, Assist the Clinical Head of unit and hospital management with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patient care in wards and outpatients.

- ENQUIRIES** : Dr. Y. AsmaL Tel No: (031) 360 3128
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email Thandeka.Mkhonza@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.
- 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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
- CLOSING DATE** : 19 August 2024
- POST 28/104** : **CHIEF OCCUPATIONAL THERAPIST: GRADE 1/2 REF NO: HRM 24/2024 (X1 POST)**
- SALARY** : Grade 1: R545 262 – R605 550 per annum
Grade 2: R623 229 – R689 430 per annum
- CENTRE** : Medico-Legal Unit, Victoria Mxenge Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification Plus Degree / Diploma in Occupational Therapy Plus Registration certificate with HPCSA as an Occupational Therapist Plus Current registration with HPCSA as an Occupational Therapist (2024), A minimum of 3 years relevant experience after registration with HPCSA as an Occupational Therapist. Recommendation: Computer Literacy, Relevant experience in Cerebral Palsy Intervention, Special Seating and Medico-Legal cases. Knowledge, Skills, Training and Competencies Required: Sound Knowledge and Skill in OT Paediatric and general diagnostic and therapeutic procedures, Good Skills and knowledge in the use of OT equipment and assistive devices, Good Skill and Knowledge in the treatment and management of Children with Cerebral Palsy including seating needs, Experience with Involvement in Medico legal Management, Experience in conducting Functional Capacity Evaluations and Report Writing, Good Knowledge of Institutional Administrative tasks and duties, Good Knowledge of Ethical code and scope of practice, Knowledge of relevant health acts and legislation that governs KZN and profession eg Health and Safety, National health Act etc., Excellent verbal and written communication Skills ,

DUTIES

Ability to problem-solving and apply analytical processes to patient care and management processes, Excellent interpersonal skills, Ability to plan and work well within a Multidisciplinary team.

: Perform all delegated Clinical and Management responsibilities within applicable legislation, Manage all Medico legal case work including assessment, treatment, report writing, home visits and other administrative and practical aspects of the Medico legal Management Unit, Active involvement in all meetings, planning, collaborative intervention initiatives of the Medico Legal MDT at VMH. Liaison between the Medico Legal Case Manager and the HAU to ensure that effective and qualitative working relationships are maintained between the program and the Occupational Therapy department, Participation in all training and development within the Medico legal component to ensure that self-development as well as capacitation of all OT staff is ensured and encouraged, Treat and manage a general Clinical caseload including practical teaching and mentorship, Ensure a comprehensive paediatric and general Occupational Therapy service encompassing assessment, treatment, caregiver training, community/ home / clinic visits, outreach, group work, block therapy and assistive device manufacture, issue and replacement including specialized seating and wheelchairs/buggies, Splinting, pressure garment manufacture. This includes both In-patient and Out-patient Occupational Therapy Intervention, Involvement in outreach program to St Aidans Hospital, Assessment and treatment in Psychiatric Services Unit if required, Undertaking of Functional Capacity Evaluations and Work assessments, Contribute to the development and implementation of Quality Improvement Programs, clinical guidelines, audit (infection control, ideal hospital etc) as delegated by the HAU, Provide supervision, support and mentorship to junior staff and students as delegated by the HAU, Participate in professional development programs and teaching, Assist Manager with Planning and implementation of Operational and Procurement plans and budget analysis for the department, Contribute to compilation of budget for adequate equipment, consumables and assistive devices in line with clinical services rendered, Assume effective administrative responsibilities: report writing, statistics, audits, meetings, legal report writing, labour relations, leave, policy documents etc. Ensure good interpersonal skills with staff, patients and other role players within the institution, Assist to ensure a cost effective service with adequate resources, Support the HAU with all transformative and additional management tasks as required to, Representation on Hospital Committees as Delegated by the HAU.

ENQUIRIES

: Dr S.A. Moodley Tel No: (031) 360 3854, (Act. Senior Manager Medical Services)

APPLICATIONS

: Please forward emailed applications to twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered applications should be posted into the Red Box, next to the ATM in the Admin Building

**FOR ATTENTION
NOTE**

: Mrs NJ Garib (HR Department)
: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only. Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 19 August 2024

POST 28/105 : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 12/2024 (X1 POST)**

SALARY : Grade 1: R451 533 per annum, Plus 12% rural allowance
Grade 2: R553 545 per annum, Plus 12% rural allowance
Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital (Obstetrics Unit)
: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Advanced Midwifery Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in Advanced Midwifery Nursing Science. Grade 12 or Matric certificate. Diploma/Degree in General Nursing science, Midwifery and Advanced midwifery science. Registration with SANC as General Nurse, midwifery and Advanced Midwifery Nursing Science. SANC Receipt for 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.

DUTIES : Diagnose and manage obstetric emergencies in the absence of a doctor, i.e. Eclampsia APH, etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to hospital policy. Develop vision and mission and objectives for obstetric unit Develop, implement and review obstetric policies/SOP. Conduct Perinatal Mortality reviews or meetings. Develop and implement in-service education and quality improvement programs for the obstetrics dept. Act as an advocate for clients utilizing Batho Pele principles. Form part of the multi-disciplinary team Take part in all obstetrics programs, i.e. PPIP, PMTCT, BBI, MBFI, and RHC – reproductive health Identify training needs for the staff. Practice participative management by assisting with relief duties of the supervisor. Maintain and monitor stock and supplies Attend meetings held in the institution/outside.

ENQUIRIES APPLICATIONS : Mrs MC Maqutu Tel No: (039) 688 6117
: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)

FOR ATTENTION NOTE : Mr. Z.M Zulu
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 23 August 2024

POST 28/106 : **PROFESSIONAL NURSE GRADE 1 OR 2: SPECIALTY (ICU) REF NO: PSH 13/2014 (X1 POST)**

SALARY : Grade 1: R451 533 per annum, Plus 12% rural allowance
Grade 2: R553 545 per annum, Plus 12% rural allowance

		Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Regional Hospital – Critical Care
	:	Grade A: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Critical care/Emergency &Trauma Nursing Science. Grade B: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate /recognisable experience after obtaining the one (1) year post basic qualification in Critical care/Emergency &Trauma Nursing Science. Matric / Senior Certificate. Diploma/Degree in General Nursing, Midwifery Nursing Science. 1 year post basic qualification in Critical care/Emergency &Trauma Nursing Science. Current registration with SANC as General Nurse, Midwife/Accoucher and Critical care/Emergency &Trauma Nursing Science. SANC receipt 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills verbal and written. Co-ordinate and liaison skills. Problem solving skills.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive quality nursing care. Provide direct and indirect supervision of all Nursing Staff / Housekeeping staff and to give them guidance and ensure continuity of patient care, Demonstrate effective communication patient and families with the multi – disciplinary team, other department within the hospital. Assist with allocation /change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of supervision and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources. Liaise with professional nurse in charge in surgical high care / renal unit. Allocation of staff within the directorate on rotational basis. To ensure critically ill patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated / high care patient in ICU for close monitoring. Maintain professional growth / ethical standard and self – development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs MC Maqutu Tel No: (039) 688 6117
	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)
<u>FOR ATTENTION NOTE</u>	:	Mr. Z.M Zulu
	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/107</u>	:	<u>PROFESSIONAL NURSE GRADE 1 OR 2: GENERAL STREAM REF NO: PSH 14/2024 (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum, Plus 12% rural allowance Grade 2: R375 480 per annum, Plus 12% rural allowance Grade 3: R451 533 per annum, Plus 12% rural allowance Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

<u>CENTRE REQUIREMENTS</u>	: Port Shepstone Regional Hospital – Various wards : Grade 1: Experience: No experience required. Grade 2: Experience: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing and Midwifery. Grade 3: Experience: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing and Midwifery Matric / Senior Certificate. Diploma/Degree in General Nursing. Diploma/degree in Midwifery Nursing Science. Current registration with SANC as General Nurse and Midwife/Accoucher. SANC receipt 2024 and work experience/ certificate of service. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written, leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations.
<u>DUTIES</u>	: To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care in a cost-effective and efficient manner, Implementation of policies and procedures, clinical guidelines and protocols and all other legislative requirements for the nursing professions. To participate in implementation of Quality Improvement Programmes, infection prevention and control and occupational health and safety. Uphold Batho Pele Principles and Patients' Rights Charter. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relation issues. Manage and supervise effective utilization of all resources e.g Human, financial, material etc. Assist in orientation, induction and mentoring of all nursing staff. Assist with relief duties of the supervisor and act as a shift-leader on both day and night shifts when necessary.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs MC Maqutu Tel No: (039) 688 6117 : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)
<u>FOR ATTENTION NOTE</u>	: Mr. Z.M Zulu : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	: 23 August 2024
<u>POST 28/108</u>	: <u>PROFESSIONAL NURSE: SPECIALITY GRADE 1/2 REF NO: PSH 15/2024 (X2 POSTS)</u> Component: Nursing (Operating Theatre)
<u>SALARY</u>	: Grade1: R451 533 per annum, Plus 12% rural allowance Grade 2: R553 545 per annum, Plus 12% rural allowance Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	: Port Shepstone Regional Hospital : Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Operating Theatre Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science. Grade 12 or Matric certificate. Diploma/Degree in General

Nursing science, Midwifery nursing science and Operating Theatre. Registration with SANC as General Nurse, midwifery and Operating Theatre Nursing Science. SANC Receipt for 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.

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

ENQUIRIES : Mrs MC Maqutu Tel No: (039) 688 6117
APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (copies should be submitted by shortlisted candidates only)

FOR ATTENTION : Mr. Z.M Zulu
NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship

CLOSING DATE : 23 August 2024

POST 28/109 : **PROFESIONAL NURSE (GENERAL STREAM) REF NO: EDU 03/2024**
 Component: Ophuzane Clinic

SALARY : Grade 1: R307 473 - R362 187 per annum
 Grade 2: R375 480 - R442 296.per annum
 Grade 3: R451 533 - R578 826 per annum
 Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Edumbe Community Health Centre
REQUIREMENTS : Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Registration with the SANC as Professional Nurse. Current SANC receipt Registration in Midwifery. **Grade 1:** No experience **Grade 2:** A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in

general nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competences Required: Good work ethics. Tenacity, integrity. Problem solving and decision making. Health promotion and team building. Report writing skills. Good communication skills: Public speaking, listening and summarizing. Good Interpersonal skills.

DUTIES

: Work as multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high-risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of the Antenatal and Postnatal policy including PMTCT. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the CHC and Clinics Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and CHC package of care. Provide advice on various aspects of quality care to the institution.

ENQUIRIES APPLICATIONS

: Ms. LT Msibi Tel No: (034) 995 8500, ext: 8528
 : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paul Pietersburg, 3180, HR office No: 46. NB: Applicants are encouraged to utilize applications using courier service/hand delivery since we do not have the Post Office at Paulpietersburg or E-mail application to Getrudefikelephi.Nkosi@kznhealth.gov.za

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

CLOSING DATE

: 22 August .2024

<u>POST 28/110</u>	:	<u>PROFESSIONAL NURSE KWADABEKA COMMUNITY HEALTH CENTRE (CLERMONT CLINIC-OUTREACH SERVICES) REF NO: KDC 27/2023</u> Cluster Primary Health Care
<u>SALARY</u>	:	R293 670 per annum. Plus 13th Cheque, Medical Aid (optional), Homeowners Allowance, etc. (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Kwadabeka Community Health Centre
<u>REQUIREMENTS</u>	:	Standard 10/Grade 12 Certificate or equivalent qualifications. Diploma/Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse in General and Midwifery. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only) Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal prescription, Good interpersonal relationships, negotiation, conflict management and counselling skills. Knowledge of sound nursing care delivery approaches in the field of key population programme. Basic knowledge of financial and Human Resource Management. Ability to formulate vision, mission and objectives for understanding of PHC re-engineering programme. Knowledge of Patients' Rights Charter and Batho Pele Principles. Ability to display professionalism and work ethics. Be prepared to work on public holidays and weekends if necessary. Ability to function within the team and in the community supervisors, and other clinicians, including report writing and data management. Recommendations: Unendorsed, valid code C1 drivers licence.
<u>DUTIES</u>	:	Provide integrated Primary Health Care service to the community and referral to relevant structures for further management. Maintain intersectoral collaboration with other government structures and other stakeholders including OSS. Mobilize MMC; assist during MMC camps, trace and follow-up on clients. Facilitate provision of preventive and promotive health in the community. Ensure maintenance of accurate data and timeous reporting to Supervisor. Monitor and evaluate staff performance through EPMDS. Ensure proper management of physical resources Conduct campaign and attend events over weekends/ public holidays. Establish Philamntwana and Philamndeni centres. Ensure proper management of physical resources. Supervise CHWs and conduct household visits. Supervise tracing of lost to follow patients for all programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs ZT Mazeka Tel No: (031) 714 3723
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville, 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College). Alternatively can be email to: KwadabekaCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only) 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 Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Male applicants are encouraged to apply.
<u>CLOSING DATE</u>	:	19 August 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 19 August 2024 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting the limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for, must be quoted in the space provided on the Z83 form. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, “all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend SMS 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 candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The

successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive. If you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za

OTHER POSTS

- POST 28/111** : **ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP 08/24/01 (X1 POST)**
Directorate: Financial Management Services
- SALARY** : R444 036 – R523 056 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Financial Management / Accounting / Commerce or equivalent qualification in related field/area as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in Financial Management at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Manage expenditure and capturing of payment. Process payment vouchers for complete payment. Reconcile payments.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM / Mashitola MR / Mokgalaka S and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 / 6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/112** : **ASSISTANT DIRECTOR: TRANSACTION MANAGEMENT REF NO: OTP 08/24/02 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R444 036 – R523 056 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Supply Chain/ Logistics/ Financial Management/ or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in Supply Chain/ Logistics Management at a Supervisory level. LOGIS System Certificate / Results. A valid driver's license except for people with disability.
- DUTIES** : Manage processing of orders on LOGIS system. Reconcile Orders on LOGIS system. Manage control registers. Management of Staff and Monthly reports.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitola MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/113** : **STATE ACCOUNTANT: BUDGET PLANNING REF NO: OTP 08/24/03 (X1 POST)**
Directorate: Financial Management Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South

- African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management.
- DUTIES** : Assist on Budget Planning. Distribute monthly expenditure and commitment Reports. Complete cash flow activities.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/114** : **STATE ACCOUNTANT: ACCOUNTS REF NO: OTP 08/24/04 (X2 POSTS)**
Directorate: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management.
- DUTIES** : Administer general Accounts. Administer departmental salary payments. Liaise with Treasury; Internal Audit; Office of the Auditor-General and other stakeholders. Reconcile payments.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/115** : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: OTP 08/24/05 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Supply Chain Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in administration.
- DUTIES** : Administer Procurement Plan. Serve as Secretariat of the Bid Specification Committee. Conduct Market, Commodity and Industrial analysis. Attend to internal and external stakeholders' queries.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C. Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/116** : **COMPLIANCE OFFICER REF NO: OTP 08/24/06 (X2 POSTS)**
Directorate: Internal Controls and Compliance
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Internal Auditing or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Internal Controls and Compliance / Internal Auditing. A valid driver's license except for people with disability.
- DUTIES** : Monitor institutional compliance to Acts; Policies; Procedures and Instruction notes. Assist in coordination of Internal Audit activities. Assist in coordination external audit activities. Assist in coordinating activities of other stakeholders and oversight bodies.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C. Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>CLOSING DATE</u>	:	21 August 2024
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments. ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 24 dated 05 July 2024, the posts of Clinical Manager (Medical) Grade 1 (X2 Posts) (For Mapulaneng Hospital: Ehlanzeni District and Witbank TB Hospital: Nkangala District) with Ref No: MPDoH/July/24/201, the posts have been withdrawn.

OTHER POSTS

<u>POST 28/117</u>	:	<u>MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/AUG/24/206</u>
<u>SALARY</u>	:	R1 253 415 - R1 348 635 per annum
<u>CENTRE</u>	:	Pharmaceutical Depot, Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with South African Pharmacy Council (SAPC) (2024). Minimum of eleven (11) years appropriate experience after registration as a Pharmacist with the SAPC (Internship and Community Service excluded). Knowledge of Provincial and National Health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical

knowledge. Sound organization, planning and decision-making abilities. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. Valid driver's licence.

DUTIES

: Ensure proper selection and procurement of drugs and surgical items. Ensure rational use of drugs. Develop a hospital medicine formula. Supervision of pharmacy interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock Visibility systems. Manage human and financial resources.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/118

: **DENTIST GRADE 1 REF NO: MPDOH/AUG/24/207**

**SALARY
CENTRE
REQUIREMENTS**

: R921 906 – R1 021 911 per annum
: Carolina Hospital (Gert Sibande District)
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist (2024). A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.

DUTIES

: Render clinical dental services at all health facilities in the district, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/119 : **ASSISTANT MANAGER NURSING (PN-B4): MENTAL HEALTH REF NO: MPDOH/AUG/24/208**

SALARY : R715 977 – R818 643 per annum
CENTRE : Ehlanzeni District Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Psychiatric Nursing Science. Diploma in Nursing Management and Administration will be an added advantage. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (03) years of the period referred to above must be appropriate / recognisable experience in the coordination of mental health services at sub district level. Demonstrate knowledge and understanding nursing legislation, mental health legislations and related legal and ethical practices, PFMA and public service act and regulations. Knowledge of national mental health policy framework and strategic plans, Mpumalanga mental health strategy and action plan, the guidelines for licensing mental health NGOs, and ideal clinic/hospital realization & maintenance framework. Must be computer literacy and have a valid driver's license. Good communication, interpersonal, financial, and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work. Strategic planning, project management and policy analysis. Valid driver's licence.

DUTIES : Train and support PHC clinicians in ensuring sustained integration of community psychiatric services, promote access and provision of quality mental health services as directed by the policies, norms and standards, guidelines, and protocol. Participate and support the auditing of health facilities, substance abuse treatment centers and mental health NGOs. Develop a mental health operational plan for the district. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Participate in the district strategic meetings and reviews. Assess the quality of community mental health and psychiatric services within the sub-district and develop a quality improvement plan. Establish referral pathways at all levels of care and liaise with district, regional and tertiary hospitals in cluster. Establish and maintain constructive working relationships with key stakeholders. Maintain professional growth and ethical standards and development of self and coworkers. Develop and submit reports and statistics as required. Participate in mental health promotions and prevention activities. Ensure effective utilization of human, material, and financial resource, perform any other duties delegated by supervisor.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/120 : **OPERATIONAL MANAGER NURSING (PN-B3): OPD REF NO: MPDOH/AUG/24/209**

SALARY : R656 964 – R748 683 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in OPD Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in OPD Nursing Science after obtaining the 1 year post basic OPD Nursing Science qualification. Experience and knowledge of

the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES

: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/121

: **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: MPDOH/AUG/24/210**

SALARY CENTRE REQUIREMENTS

: R545 262 – R605 550 per annum
 : Themba Hospital (Ehlanzeni District)
 : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2024). A minimum of three (3) years appropriate experience in profession after registration with the Health Profession Council of South Africa (HPCSA) as independent practice (where applicable) in respect of employees who performed Community Service, as a required in SA. Foreign Qualified employees: four (4) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES

: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure

correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/122 : **PROFESSIONAL NURSE GRADE (PN-B1): PAEDIATRIC REF NO: MPDOH/AUG/24/211**

SALARY : R451 533 – R530 376 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

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

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/123 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/AUG/24/212**

SALARY : R451 533 – R530 376 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care

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

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/124 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/AUG/24/214 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R250 947 – R282 921 per annum
 : Bernice Samuel Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2024). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

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

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

PROVINCIAL TREASURY

APPLICATIONS : Applications must be submitted by email to: mptrecruitment@mpg.gov.za. Applications must be sent on pdf format (maximum size: 5MB) and indicate on email subject: Name of post and post reference number

CLOSING DATE : 23 August 2024

NOTE : Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV Only. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Please note the Following: The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check process not limited to the following: - (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications

evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Applicants who have previously submitted their applications are encouraged to apply. Shortlisted candidates may be required to undergo skills assessment where necessary. Appointment of Senior Management post will be subject to successful completion of the Senior Management Pre-Entry Programme offered by the National School of Government. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry_programme. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

- POST 28/125** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPT 01/2024**
(Re-Advertisement)
Directorate: Interlinked Financial Systems
- SALARY** : R1 003 890 per annum (Level 12) (all-inclusive remuneration package)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Security Management/Policing with 5 to 7 years working experience in the field of security environment preferably in the public sector. A minimum of 3 years proven experience at junior management level. Professional registration with PSIRA Grade A. SSA Security management advisory course/ added advantage. No criminal record or any case/s pending. A valid driver's license. Skills and Competencies: Knowledge in security organisation and administration, physical security, personnel security, information security and ICT security. Knowledge and skill of investigation processes. Knowledge of Public Service Regulatory Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision-making abilities.
- DUTIES** : Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets; Manage administrative and related functions; and supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Manage human and financial resources.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

<u>POST 28/126</u>	:	<u>DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: MPT 02/2024</u> Directorate: Norms and Standards
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal controls or compliance environment at junior management level. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem-solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Good people management and supervisory skills. Sound knowledge of internal controls.
<u>DUTIES</u>	:	Responsibilities: Assess and Monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Review feedback reports on compliance with information management prescripts. Review feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/127</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INTERNAL AUDIT REF NO: MPT 03/2024</u> Directorate: Provincial Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. A Certified Internal Auditor (CIA) will be added as an advantage. A minimum of 3 years' functional work experience in Internal Audit at junior management level. A valid driver's licence. Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, communication (Verbal and Written), Interpersonal conflict and problem solving.
<u>DUTIES</u>	:	Manage the Provincial Internal Audit Unit in the Provincial Treasury. Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the province, evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. The incumbent must have knowledge of all relevant acts in the Public Sector as well as the Standards issued by the Institute of Internal Auditors. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/128</u>	:	<u>ADMIN SUPPORT AND COORDINATION REF NO: MPT 04/2024</u> Office of the MEC
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11) Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Public Administration/ Public Management/Public Affairs/Business Management with a minimum of 3 years' functional experience in administration at a junior management level. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Advanced Excel, Word,

- PowerPoint). Report writing and presentation skills, sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Knowledge of the PFMA. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.
- DUTIES** : Ensure co-ordination of programmes between the Office of the MEC and the Department. Provide and supervise administrative support, including registry support services, driver/messenger services and food aid services in the Office of the MEC. Liaise with departmental stakeholders. Manage filing system in the Office of the MEC. Provide logistical support for meetings. Manage human and financial resources.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/129** : **ASSISTANT DIRECTOR: OFFICE OF THE HEAD PROVINCIAL TREASURY REF NO: MPT 05/2024**
Office of the Head Provincial Treasury
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Mbombela
: A minimum of National Diploma (NQF Level 6) in Management Assistant/Public Administration/Business Management with a minimum of 3 years functional experience in administration. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Ability to work under pressure. Planning and organising skills. Ability to maintain confidentiality. Be flexible to work extended hours.
- DUTIES** : Ensure effective and efficient management of Office of the Head: Provincial Treasury. Provide administrative support. Ensure proper management of confidential documents and maintain filing system in the Office of the Head: Provincial Treasury. Manage correspondence and document flow. Manage the diary of the Head: Provincial Treasury. Manage official trips and accommodation requirements of the Head: Provincial Treasury. Serve as secretariat in Head: Provincial Treasury meetings/workshops and record proceedings. Arrange logistics for meetings of the Head: Provincial Treasury. Manage human resources and assets in the Office of the Head: Provincial Treasury.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/130** : **ASSISTANT DIRECTOR: MEDIA MONITORING AND LIAISON REF NO: MPT 06/2024**
Directorate: Communication
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 07) in Media Studies or Journalism, with 3 years' work experience in a media or communications environment. A valid driver's license. Skills and Competencies: Knowledge of government communications. Understanding of Public Finance Management Act (PFMA) and prescripts relevant to communication. Strong digital and social media management skills; Ability to conceptualize and implement communication campaigns. Good interpersonal skills. Strong organisational, planning and problem-solving skills. Good writing skills. Computer literacy. Ability and willingness to work under pressure, extra hours, travel and work outside the office.
- DUTIES** : Contribute to the development and implementation of departmental integrated communication strategies, policies and plans. Develop, implement and report on media engagement plans. Manage and update media database. Conceptualize and edit editorial content such as media briefing documents, key messages, statements, news stories and social media captions. Provide media monitoring service and compile reports and news media clips. Manage media relations. Support and participate in media activities. Assist with photography services. Assist with the management of social media accounts.

		Assist with language support, including editing of communication and marketing products. Manage risk and human and financial resources for the sub-directorate. Compile monthly/quarterly performance reports.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/131</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPT 07/2024</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of National Diploma (NQF Level 6) in Public Administration/ Public Management/Public Affairs/Archives and Records Management with a minimum of 3 years' experience in records management or auxiliary services. A certificate in Archives and Records Management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, financial management skills, Problem solving and interpersonal skills, good planning and organizing skills, report writing skills and time management.
<u>DUTIES</u>	:	Manage and ensure effective records management services. Manage and provide registry counter services. Manage auxiliary services. Supervise the handling of incoming and outgoing correspondences. Supervise daily operations and ensure effective use of office machines in relation to the registry function. Manage the processing of documents for archiving. Manage human and financial resources allocated to the unit.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/132</u>	:	<u>SENIOR DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT 08/2024</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development, with a minimum of 3 years Cybersecurity and/or Cloud Services Administration experience in the Microsoft 365 with Azure Security, Compliance and Identity Administration Certification. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.
<u>DUTIES</u>	:	Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist the Departments in the execution of security logs management, monitoring, security analysis, event Correlation, vulnerability management, Impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 766 4138/4386/4435/4478/4446
<u>POST 28/133</u>	:	<u>SENIOR DATA TECHNOLOGIST: IT SERVICE DESK REF NO: MPT 09/2024</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development and

a minimum of 3 years IT End-User Support and Helpdesk Management System experience. Certificate in A+, N+. Certificate in ITIL V3 Foundation and/or ITSM will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge and Comprehensive understanding of IT Support Frameworks and standards, Good communication skills. Strong technical knowledge of computer systems, software, and networks. IT Security compliance analysis and monitoring, good troubleshooting skills. Business process analysis and improvement, innovative, problem solving, good interpersonal, conflict management and report writing skills. Project management. People management and customer relations.

DUTIES : Manage day-to-day operations of the IT helpdesk. Develop and maintain IT Service Policy Standards and procedures. Manage IT End-User support team. Implement and Improve IT Process flows. Conduct end-user vulnerability risk assessments, develop and implement risk action plans. Oversee the resolution of first line support tickets via phone and in-person. Compile and analyse IT helpdesk performance reports. Monitor and ensure compliance to service standards. Coordinate the resolution of complex tickets with other IT teams. Develop and maintain technical documentation and knowledge base. Research and maintain upkeep with industry standards and emerging technologies. Attend to escalated calls. Ensure compliance to IT Governance Frameworks and regulations. Monitor SLA and MoU compliance. Liaise with Internal and External clients (end-users, Service Providers and/or Departments. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/134 : **ASSISTANT DIRECTOR: NORMS AND STANDARDS REF NO: MPT 10/2024**
Directorate: Norms and Standard

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal control or compliance environment. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Sound knowledge of internal controls.

DUTIES : Asses and monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyze, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Compile feedback reports on compliance with information management prescripts. Compile feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/135 : **ASSISTANT DIRECTOR: BUSINESS SYSTEMS ANALYST REF NO: MPT 11/2024**
Directorate: Interlinked Financial Systems

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Business Administration/ Accounting/ Computer Systems Engineering/ Information Technology in Business Systems/ Information and Communication Technology with a minimum of three (3) years' functional work experience in systems environment. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing,

<u>DUTIES</u>	:	analytical, numerical, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Provide assessment of institutions/departments and come up with business solutions to institutions 'operations. Analyse financial reports, market research and operating procedures, strategize ideas to improve business operations. Engage institutions executives and other stakeholders to provide solutions based on the analysis. Gather and analyse data for potential business expansion. Identify specific business opportunities. Influence stakeholders to support business projects. Coordinate project management for selected projects. Coordinate with different departmental teams to produce better business outcomes. Test business processes and recommend improvements. Provide business support to the Provincial Administration through utilization of Transversal Systems. Plan, coordinate, organize human and technological resources of the province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/136</u>	:	<u>DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES</u> <u>SUPPORT REF NO: MPT 12/2024</u> Directorate: Information Technology
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of a National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years of experience in Cybersecurity and/or Cloud Services. Basic knowledge of Microsoft 365 and Azure Security, Compliance and Identity Administration. A valid driver's license. Skills and Competencies: Good communication, analytical, and interpersonal skills. Good client relations. Basic experience in Active Directory Architecture. Basic experience in Active Directory Infrastructure. Understanding of Active Directory security concepts and IT Security Solutions in Azure. Fundamental network knowledge. Familiarity with Azure automation.
<u>DUTIES</u>	:	Support the adoption and implementation of the Cyber Security Strategy and Frameworks. Assist with cybersecurity administration tasks. Help conduct audits, create and enforce security policies, ensuring compliance with all cybersecurity regulations. Assist in the implementation and support of IT architectures in Azure. Perform cloud operations analysis and identity and access administration tasks. Support cyber defense SIEM administration tasks. Provide general assistance and support to the Cybersecurity and Cloud Services Administrator in daily activities.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/137</u>	:	<u>DATA TECHNOLOGIST: IT SERVICE DESK (X3 POSTS)</u> Directorate: Information Technology
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Bushbuckridge Ref No: MPT 13/2024 Evander Ref No: MPT 14/2024 KwaMhlanga Ref No: MPT 15/2024
<u>REQUIREMENTS</u>	:	A minimum of a National Diploma (NQF Level 06) in Information Technology, with a minimum of 2 years end-user experience in Information Technology environment. Certificate in A+, N+. Knowledge of ITIL V3 Foundation will be an added advantage. A valid driver's license. Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge in IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365 and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment.

- DUTIES** : Provide end-user support services with regard to online services, PC hardware and software support, including diagnoses and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT and related projects. Provide dedicated IT support services on online, desktop, mobile and virtual environments. Ensure monitoring of service SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/138** : **INTERNAL AUDIT REF NO: MPT 17/2024**
Directorate: Internal Audit
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Internal Auditing/Risk Management. Internal Audit Technician (IAT) professional qualification will be an added advantage. A minimum of 2 years' working experience in the Internal Audit environment. Valid driver's license. Skills and Competencies: Knowledge Public Finance Management Act (PFMA) Treasury Regulations. Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors, (IIA). Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills, Teammate Enterprise. Ability to work with minimal supervision.
- DUTIES** : Conduct internal audit engagements in accordance to approved audit program within the allocated timeframe. Complete working papers adhering to the requirements of the Internal Audit Methodology. Raise audit findings on areas of concern relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/139** : **SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: MPT 18/2024**
Office of the Chief Financial Officer
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management. A minimum of 3 years working experience in Asset Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).
- DUTIES** : Verify the existence of assets. Ensure barcoding of new assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update and maintain the asset and leased registers on a weekly basis. Ensure that correct economic classifications are used on BAS. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Report lost assets, conduct internal investigation on losses and ensure that proper compliance. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Determine a disposal strategy for redundant, obsolete and unserviceable assets. Ensure effective control over the safekeeping, utilization and maintenance of departmental assets. Keep appropriate records and maintain systems to produce accurate and reliable inputs for the Interim and Annual Financial Statements. Supervise staff.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

- POST 28/140** : **SENIOR PROCUREMENT OFFICER REF NO: MPT 19/2024**
Directorate: Provincial Supply Chain Management
- SALARY** : R376 413 per annum
CENTRE : Evander
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 3 years' experience in a Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good Communication Skills (verbal and written) and Interpersonal Skills. Planning and organizing skills.
- DUTIES** : Render advisory services to prospective bidders. Issuing of bid documents/bulletins. Closing of bid documents. Stamping, registering and sorting of received bid documents. Ensure availability of tender documents and bulletins. Ensure transportation of closed bid documents to and from head Office/Regional Office and satellite Offices. Registering suppliers on the Central Supplier Database. Supervise staff and compile monthly reports.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/141** : **SUPPORT OFFICER: BAS REF NO: MPT 16/2024**
Directorate: Interlinked Financial Systems
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Financial Management/Supply Chain Management. A minimum of 2 years' functional work experience in BAS. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, Networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).
- DUTIES** : Provide business support to the Provincial Administration through the utilization of Basic Accounting System (BAS). Render support services to all provincial BAS System users. Facilitate forum meetings. Conduct users' workshops. Monitor and support departments on Basic Accounting System (BAS). Perform systems controller's functions. Provide capacity building on Standard Chart of Account (SCOA). Monitoring compliance and enforcement of prescribed legislation, policies and guidelines relating to all procedures. Provide support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/142** : **PROCUREMENT OFFICER REF NO: MPT 20/2024**
Office of the Chief Financial Officer
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 2 years working experience in Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).
- DUTIES** : Verify and capture source documents and place the order with the supplier. Ensure that goods are received, recorded and stored. Distribute goods in terms

of specific handling requirements. Allocate item identification numbers for commodities, implement inventory techniques, determine stock levels, and maintain stock records. Conduct stock-take. Utilise LOGIS for provisioning, procurement, stock control and reporting. Filing and safeguarding of documents and maintain file documentation register.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/143 : **ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: MPT 21/2024**
Sub Directorate: Compliance Monitoring

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Risk Management/ Internal Audit. Minimum of 2 years' experience in risk management. Valid driver's license. Skills and Competencies: Knowledge of Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations, Public Service Act and Risk Management. Communication (verbal and written), computer literacy, time management, analytical, interpersonal, and report writing skills. Ability to plan and organise.

DUTIES : Assist in communicating the Risk Management Framework to all stakeholders in the department. Assist in the coordination of risk analysis/identification and mitigation processes. Assisting management with risk assessment and development of response strategies (Risk Action Plan). Assist in monitoring the implementation of the response strategies. Assist in collating, aggregating, interpreting and analyzing the results of risk assessment to extract risk intelligence. Assist in compiling risk management reports to top management, Risk and Ethics Committee and Audit Committee. Assist in conducting risk management training and awareness. Provide administrative support to the unit.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/144 : **STATE ACCOUNTANT: BOOKKEEPING REF NO: MPT 22/2024**
Office of the Chief Financial Officer
(Re-advertisement)

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Accounting/Finance/ Financial Management with a minimum of 2 years' experience in financial management. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS system will be an added advantage.

DUTIES : Clearing of Suspense and Control Account. Compilation of journals. Monitoring of departmental cash flow. Administer departmental debtors. Management of Departmental System (BAS). Perform administration support services.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/145 : **COMMUNICATION OFFICER: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON REF NO: MPT 23/2024**
Directorate: Communication

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Communication/Public Relations. A minimum of 2 years' experience in events and internal communication. A valid driver's license. Skills and Competencies: Understanding of Public Finance Management Act (PFMA) and government communication, Good interpersonal, Computer Literacy, Communication Skills (written and verbal), and Problem Solving skills.

DUTIES : Implement communications strategy, policies and plans for programmes. Coordinate and facilitate all internal and external events, such as outreach programmes, media briefings, seminars, transversal workshops and

- stakeholder engagement programmes. Update departmental stakeholder database. Participate in exhibitions. Assist with content and management of internal communications platforms and channels such as notice boards and intranet. Write or contribute articles to publications. Perform basic administrative duties related to the responsibility as and when required.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/146** : **ADMINISTRATION OFFICER REF NO: MPT 24/2024**
Sub Directorate: Auxiliary Services
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management. A certificate in Archives and Records Management will be an added advantage. A minimum of 2 years' experience in records management or auxiliary services. A valid driver's license. Skills and Competencies: Knowledge of legislative frameworks governing records management. Knowledge of registry operations. Must have good verbal and written communication skills, problem solving skills, interpersonal relations, computer literacy, report writing, planning and organizing skills.
- DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondences. Render effective filing and records management services. Supervise the operations and operate office machines in relation to the registry function. Supervise the processing of documents for archiving. Supervise staff.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/147** : **CLEANER (X2 POSTS)**
Sub Directorate: Auxiliary Services
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Head Office Ref No: MPT 25/2024
Mbombela Square Ref No: MPT 26/2024
REQUIREMENTS : A minimum of Grade Ten (10) or National Certificate (Vocational) Level 2. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
- DUTIES** : Maintain a high level of hygiene in the workplace. Perform tasks of a routine nature such as dusting working environment, polishing furniture, vacuuming carpets and mopping the floors, removal of waste and preventing littering; and cleaning bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/148** : **DRIVER/MESSENGER REF NO: MPT 28/ 2024**
Office of the MEC
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Mbombela
REQUIREMENTS : A minimum of grade 12 or National Certificate (Vocational) Level 4. A valid driver's license. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Willing to work extended hours. Ability to maintain confidentiality. Ability to work under pressure. Good communication and interpersonal skills.
- DUTIES** : Collect and deliver a wide variety of materials including mail and packages, sorting incoming/outgoing mail and prepare mail for delivery as required, keep records of items received and or delivered and transport officials to and from required destinations for official purposes only.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/149 : **FOOD SERVICE AIDE REF NO: MPT 27/ 2024**
Office of the MEC

SALARY : R131 265 per annum (Level 02)
CENTRE : Mbombela
REQUIREMENTS : A minimum of NQF level 1 or 2 (Abet Level 2 certificate). Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours.

DUITES : Provide food aid services in the Office of the MEC, clean kitchen utensils and equipment. Provide catering support services; keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages. Responsible for food supplies and report waste and losses.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 19 August 2024
- NOTE** : 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. Applications Received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if a recently updated comprehensive CV is (with detailed previous experience) is required. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete, faxed and applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that shortlisted candidates will be subjected to a technical and integrity assessment, as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. 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). Women and persons with disabilities are encouraged to apply.

OTHER POSTS

POST 28/150 : **DEPUTY DIRECTOR: SECURITY, RECORDS & FACILITIES MANAGEMENT REF NO: NCDEDAT/2024/01**

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive TCE package)
: Kimberley Office
: Applicants must be in possession of a Degree (NQF7) in Business Management / Administration or Security Management/ Facilities Management. 3- 5 years relevant experience at Assistant Director Level within security, records and facilities management environment. A valid driver's license. Skills & Knowledge: Knowledge of Security, facilities and Records Management. Knowledge of relevant government processes, procedure and policies. MISS. State Security Sector and Criminal Justice System and Technical skills, Planning and organising skills, Communication skills (verbal & written), Interpersonal skills, Problem solving skills, Project management skills, Negotiation skills and analytical skills, Conflict resolution, Management skill.

DUTIES : Management of total security functions in the department: Develop and implement security management policies, systems and procedures. Monitor the adherence to implementation of information technology policies based on MISS. Liaise with security organs of the state/ security agencies. Manage screening and vetting processes (personnel, service providers etc.). Administer and monitor the implementation of security measures, including access control. Conduct investigations on reported cases. Manage resources in the Sub-directorate: Verify invoices. Monthly meetings with subordinates. Monthly meetings with service providers. Effective management of records of the department. Develop record management policies. Manage and monitor compliance of a filing system according to the National Archives Act. Provide and maintain internal records Management including Electronic Document Management System and provide Registry services. Effective management of facilities: Monitor agreements/ contracts related to facility management. Facilitate maintenance of buildings. Manage reception and switchboard services. Manage and monitor food aid, cleaning and messenger services. Manage the resources of the Sub-Directorate.

ENQUIRIES : Mr TG Ngamole Tel No: (053) 839 4028

POST 28/151 : **DEPUTY DIRECTOR: ALTERNATIVE ENERGY (ECONOMIST) REF NO: NCDEDAT/2024/02**

Re-advertisement: Applicants who have previously applied must re-apply

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive TCE package)
: Kimberley Office
: Applicants must be in possession of a (NQF7) Degree in Economics. A minimum of three to five years of Assistant Director level experience in renewable energy. Valid driver's license. Skills & Knowledge: Technical, Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management skills. Knowledge of national, provincial policy frameworks, local government systems, business and industries driving the Northern Cape Economy. understand the Electricity Act and Energy Crisis. Understanding of the Policy frameworks relevant to industrial sector development (e.g. National Development Plan, Macroeconomic Reform Strategy, Integrated Action Plan, National Industrial Policy Framework (NIPF) and Provincial Growth & Development Strategy; National R&D & Innovation Strategy, Industrial Policy Action Plan; New Growth Path) Understanding of Government priorities and mandates Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Occupational Health and Safety Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele), and relevant statutory provisions.

DUTIES : Economist to develop appropriate policies and strategies for the promotion and integration of renewable energy into the energy economy. Facilitate and monitor the execution of research activities to support the growth of the Renewable & Green Energy industry. Facilitate and conduct realistic economic analysis and identify key obstacles that obstruct the growth of the sector. Facilitate better access to finance and markets through improved infrastructure

facilities and business support. Develop policies and strategies aimed at improving service delivery. Promote coordination between related energy sectors and stakeholders regarding the development, implementation of policies, strategies, legal and regulatory frameworks for renewable energy. Promote and advise on research and development regarding renewable energy and related technologies for submission to Senior Managers. Manage secretariat services required for stakeholder management with respect to strategy development and oversight thereof. Flowing from the strategies and directives, develop annual performance plans for area under responsibility. Develop, coordinate and implement Unit's projects and programmes aligned to the overall Strategy of the Theme/Enabler/Driver. Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibilities. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Manage the resources of the Sub-Directorate.

ENQUIRIES : Mr. R Warie Tel No: (053) 839 4000

POST 28/152 : **LEGAL ADMINISTRATION OFFICER: CONSUMER PROTECTION AUTHORITY REF NO: NCDEDAT/2024/03**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Kimberley Office

: Applicants must be in possession of a LLB degree or equivalent Law Degree. 2-3 years' experience in litigation, which focuses on drafting court documents, summons' and reports as well as arguing matters in a court of law. Public sector experience would be an added advantage. 2-3 years supervisory experience would be an added advantage. Valid driver's license. Skills & Knowledge: Extensive knowledge of the Consumer Protection Act, National Credit Act and all relevant regulations. Knowledge of National and Provincial Public services. Regulations and directives. Knowledge of how the consumer related industries operate Problem solving skills. Computer skills, Numeracy skills, Literacy skills. Research and argumentative skills. Good communication skills, preferably two official languages, one must be English and the other can be any other official language used in the province. Legal drafting skills.

DUTIES : Review inspect/investigating officers' case files referred for legal proceedings: Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints. Guidance in the investigation and mediation process by Investigating Officers. Peruse investigation files for consumer Court referrals. Legal Advisory Services: Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints. Maintain legal library and advise management of latest applicable findings. Conduct research for policy, legislative and regulatory improvements. Litigation Management: Gather information and compile case dockets. Maintain and ensure case dockets management. Draft Consumer Court Documents. Prosecute matters in the Consumer Court. Consult with consumers. Negotiate with respondents or representatives. Compile and Report: Compile monthly and quarterly reports for the Department with reference to complaint statistics. Compile any other reports where complaints statistics and trend analysis are reflected. Manage the resources of the Sub-Directorate.

ENQUIRIES : Adv DP Olivier Tel No: (053) 839 4000

POST 28/153 : **INSPECTOR: INVESTIGATING OFFICER: CONSUMER PROTECTION AUTHORITY REF NO: NCDEDAT/2024/04**

SALARY CENTRE REQUIREMENTS : R376 413 - R443 403 per annum (Level 08)
: Kimberley Office

: Applicants must be in possession of a (NQF 6) National Diploma in Forensic Investigation or Policing. 3-5 years Relevant experience in an investigation environment. A valid Driver's license Skills & Knowledge: Knowledge of applicable policy prescripts and practices. Knowledge of applicable legislation relating to consumer matter, namely consumer protection act, 2008 and

Northern Cape consumer protection act, 2012. Administration procedure relating to specific working environment including norms and standard. Knowledge of FUCA, PFMA, and Public Service Act. Ability to communicate ideas and issues to an audience in a tactful influential manner, verbally and in writing, informally and formally. Problem solving skills. Computer skills, Numeracy skills, Literacy skills.

DUTIES : Compilation and submission of monthly reports on all activities: Collect and consolidate information in order for submission of monthly reports on cases received, cases resolved, cases pending, inspections conducted and savings for consumers. Collect and consolidate information as part of the portfolio of evidence together with the monthly reports. Promoting adherence to the process of protection of Consumers: Conduct investigations of unlawful business practices and non-compliance with Northern Cape Consumer Protection Act, 2012 and Consumer Protection Act 2008. Collecting comprehensive and complete evidence at business premises during investigation of case dockets. Collection of information and compilation of case dockets. Handle complaints/ disputes resolution between consumers and service providers. Advocating for the eradication of unlawful business practices: Handling resolution of matters where relevant and necessary by way of negotiation, secure consent order in accordance with Northern Cape Consumer Protection Act 2012 and Consumer Protection Act 2008. Collaborate with National Consumer Commission, National Credit Regulator, SAPS, NRCS AND Ombudsman. Provide guidance in development of complaints investigation processes and procedures. Provide guidance to consumers on relevant consumer legislation and regulations that exist in the Northern Cape Province. Advocating for compliance in terms of the Northern Cape Consumer Protection Act: Conduct inspections at business premises in accordance with the relevant legislation. Issue compliance notices where relevant, in accordance with Consumer Protection Act, 2008 and Regulations related thereto. Conduct detailed evaluation of complaints to assess validity, jurisdiction and priority. Conduct follow-up inspections on non-compliant service providers' premises/ businesses: Conduct follow-up inspections on businesses where non-compliance notices were issued. Escalate repetitive non-compliance of businesses to Consumer Court for the issuing of administrative fines in accordance with the relevant acts. Promote a culture of responsible spending and compliance: Conduct education and awareness programmes throughout the province by educating consumers and service providers on their rights and responsibilities in terms of the Consumer Protection Act 2008.

ENQUIRIES : Adv DP Olivier Tel No: (053) 839 4070

POST 28/154 : **PERSONAL ASSISTANT: TRADE AND SECTOR DEVELOPMENT REF NO: NCDEDAT/2024/05**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Kimberley Office
REQUIREMENTS : Diploma/ Degree (NQF: 6/7) in Office Management/ Administration/Management. 2-3 years relevant experience in a secretarial environment. A valid driver's licence. Skills & Knowledge: Knowledge of relevant legislation and policies. Ability to analyze documents and situations. Financial administration. Good communication skills, organizing skills, people skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy and digital solutions (Ms. Teams, Word, Excel, PowerPoint, Zoom, Acrobat). Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Client orientated. Commitment. Integrity. Professionalism. Loyal. Punctuality. Accuracy. Ability to work under pressure. Organizing and report writing skills.

DUTIES : Provide a personal assistant / receptionist support service to the Chief Director: Receive calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work and report preparation for the chief director. Record the engagements of the chief director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the chief director regarding engagements. Compile realistic

schedules of appointments. Render administrative support services to the Chief Director: Ensure the effective flow of information and documents to and from the office of the chief director. Ensure the safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the chief director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the chief director and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyse and collate information requested by the chief director. Clarify instructions and notes on behalf of the chief director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the chief director. Manage the leave register and telephone accounts for the chief director. Handle the procurement of standard items like stationary, refreshments etc for the activities of the chief director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Process the travel and subsistence claims for the chief director. Perform administrative duties such as operate and ensure that office equipment such as photocopiers are in good working order and deal with any maintenance issues. Provide support to Chief Director regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings of the chief director. Collect and compiles all necessary documents for the chief director to inform him/her on the contents. Record minutes/decisions for meetings of the chief director / unit. Communicate to relevant role-players, follow-up on progress made. Host virtual meetings Prepare briefing notes for the chief director as required. Coordinate logistical arrangements for meetings when required. Coordinate boardroom bookings. Provide information and records management services in the Directorate: Filing of documents for the Chief Director and unit where required. Receives and registers all submissions and reports, Maintain confidentiality of all information and documents at the disposal of the Chief Director. Records all correspondences and file according the file plan of the office.

ENQUIRIES

:

Mr. R Warie Tel No: (053) 839 4070

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, or email to CSTMrecruitment@nwpg.gov.za
- FOR ATTENTION** : Kegomoditswe Makaota Tel No: (018) 200 8258
- CLOSING DATE** : 19 August 2024 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s 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 mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

OTHER POST

- POST 28/155** : **DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY REF NO: 01/2024/25 (X4 POSTS)**
Directorate: Operator License and Permits
(Five (5) Years Contract)
- SALARY** : R1003 890 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Head Office – Mahikeng
: Grade 12 Certificate or equivalent plus Bachelor's Degree (NQF 7) in Transport Management. Three (3) to five (5) years' experience in the public service within Transport Environment of which three (03) years should be at Junior Management (Assistant Director). Valid Driving License. Skills: Report writing, Investigations skills, Computer Literacy. Knowledge: Public Transport prescripts and legislations, People management, interpersonal relations, good communication skill, Conflict management and problem-solving skills. Presentation and facilitation.
- DUTIES** : Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licences. Advising Management on developing Regulations relating to Public Transport and operations services. Report on non –compliance with policies and procedures. Provision of monthly reports. Any other task as may be assigned by the Supervisor.
- ENQUIRIES NOTE** : Mr.P Namate Tel No: (018) 3885314/16
: This Appointment will be as per provisions of Section 23 of the National Land Transport Act No.5 of 2005

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that Post 26/94: Administration Clerk: Support (SCM) West Coast District: Salary: R216 417 per annum Centre: Vredenburg Hospital has been cancelled.

OTHER POSTS

POST 28/156 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICINE: NEUROLOGY)**

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in a Neurology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Neurology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to manage all general neurology cases effectively, appropriately and comprehensively, preferably with a special interest in epilepsy and epilepsy-surgery. Proven leadership abilities and experience in supervision of junior staff. Proven experience in principles of planning, organizing and implementation of neurological patient delivery services. Knowledge of public health policies and guidelines aimed at managing resources effectively. Computer literacy. Competency in electroencephalography. Previous experience in the principles and practice of general medicine.

DUTIES : Ensure an efficient, effective and cost-effective neurology service of high quality with a patient-centered focus and addressing the burden of neurological disease in greater Cape Town Geographical Service Area (GSA). Responsibility for the Division of Neurology's epilepsy, and epilepsy-surgery program. Perform undergraduate and postgraduate teaching and training in the principles and practice of clinical neurology. Supervise and mentor career neurology registrars and neurophysiology technologists. Supervise MMed research projects and dissertations of career neurology registrars. Do appropriate clinical audits and perform research within the division of neurology. Contribute to cohesion, motivation and spirit of our neurology team at all levels. Create a learning environment for junior staff, and students, both under- and postgraduate as required.

ENQUIRIES : Prof L Tucker Tel No: (021) 404 3197

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 23 August 2024
- POST 28/157** : **MEDICAL SPECIALIST GRADE 1 TO 3 (NUCLEAR MEDICINE)**
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nuclear Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Nuclear Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Nuclear Medicine. Inherent requirement of the job: A valid (code B/EB) driver's licence. Participate in the after-hours call system. Commuted overtime is compulsory.
- DUTIES** : Offer comprehensive provision of nuclear medicine care by diagnosing and treating diseases using radioactive materials and techniques. Prepare comprehensive interpretive reports of findings. Check and approve the quality of diagnostic images before patients are discharged. Establish and enforce radiation protection standards for patients and staff. Interpret imaging data and confer with other medical specialist to formulate diagnoses. Prescribe radionuclides and dosages to be administered to individual patients particularly for radionuclide therapy. Review procedure requests and patients' medical histories to determine applicability of procedures and radioisotopes to be used. Direct nuclear medicine technologists or technicians regarding desired dosages, techniques, positions, and projections. Involved in the teaching and training of undergraduate and postgraduate students and involvement in the research and development of nuclear medicine Participation in relevant multidisciplinary meetings where nuclear medicine has a key role.
- ENQUIRIES** : Dr S More Tel No: (021) 404 4170 or Stuart.more@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 23 August 2024
- POST 28/158** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council:

Registration with the HPCSA as a Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Radiology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Extensive experience and clinical expertise in Paediatric Radiology and component imaging modalities. Strong record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of junior radiologists. Skills within Diagnostic Radiology are desirable.

DUTIES : Provide supervision of clinical service delivery within the Radiology Division to ensure excellent clinical services that assessments, diagnosis, investigations, technical skills and treatment in inpatient, outpatient and emergency contexts. Take overall responsibility for the comprehensive Diagnostic Imaging Radiology service at Groote Schuur Hospital, reporting to the Head of Department. Responsible for a strong academic program within the wider Radiology teaching program, including relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines to support the delivery of best practices for patient care. Responsible for corporate governance and management activities, ensuring quality outputs and optimal use of resources. Communications skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Coordinate and participate in outreach programs to the facility's drainage area. Coordinate and manage afterhours support for Diagnostic Radiology services.

ENQUIRIES : Prof S Moosa Tel No: (021) 404 4184

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 : 23 August 2024

POST 28/159 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the

- job: Valid (Code B/EB) driver's licence. Available and willing to participate in after-hours duties if required. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.
- DUTIES** : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch/University of Cape Town).
- ENQUIRIES** : Mr W Caesar Tel No: (021) 370 1411
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for other vacant Psychiatrist posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 August 2024
- POST 28/160** : **MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY)**
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Urology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Competencies (knowledge/skills): Ability to deal with issues of diversity, transformation and equity. Appropriate experience in Urology. Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery. Have a PhD in Urological science and have extensive research experience. Ability to perform urologic surgery at a quaternary level.
- DUTIES** : The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses. Contribute to the administration and management of the department. Outreach and support to referring institutions.
- ENQUIRIES** : Prof J Lazarus Tel No: (021) 406-6529/6105
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 23 August 2024
- POST 28/161** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Radiation Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Participate in the after-hours call system. Commuted overtime is compulsory. Up to date ACLS or ATLS course training. Up to date GCP (Good clinical practice) training. Competencies (knowledge/skills): To run an efficient and cost-effective colo-rectal, hepato-biliary and thyroid combined Oncology service at Groote Schuur Hospital. Computer literacy (MS Office). Knowledge and experience of modern radiotherapy planning and treatment, including 3D CRT, VMAT planning and treatment, chemotherapy administration and management of side effects, and biological therapy, as well as experience in palliative care is required.
- DUTIES** : Participate in departmental outreach teaching initiatives such as Access to Care radiotherapy teaching program. Supervise, teach and assess registrars and Mmed projects according to best practice standards. Involvement in CMSA teaching and training and assessment. Support major referral centres in drainage areas eg. George Hospital, Vredenburg Hospital, Mitchell's Plain Hospital, by doing outreach and supporting competencies in the District Health Care System to manage patients and referrals appropriately. Conduct appropriate clinical audits and research within the department to stay abreast of clinical development. Take on administrative and/or Management roles within the department as required.
- ENQUIRIES APPLICATIONS** : Prof J Parkes Tel No: (021) 404 4265
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 August 2024
- POST 28/162** : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA CENTRE)**
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified

employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Advanced Trauma Life support (ATLS) certified. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Trauma experience. Ability to conduct research.

- DUTIES** : Clinical Service: Patient care and assisting in theatre. Clinical governance. Teaching. Innovation and Research. Leadership.
- ENQUIRIES APPLICATIONS** : Ms S Show Tel No: (021) 404 4117 or Sandiswa.show@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 23 August 2024
- POST 28/163** : **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Victoria Hospital
: Minimum Educational Qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Current ACLS, APLS / PALS and ATLS certification. Preference will be given to candidates with a DiPPEC (Diploma in Emergency Care) qualification and more than 12 months Emergency Centre experience. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA

qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Participate in the after- hour call system. Competencies (knowledge/skills): Appropriate experience in Emergency medicine. Ability to work in a team and with all levels of staff.

DUTIES : Clinical management of all emergency medicine presentations to the emergency centre including neonates, children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Minimum 100 hours per month plus after hours shifts.

ENQUIRIES : Dr P Cloete Tel. No: (021) 799-1183

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of candidates will be considered for other vacant Medical Officer (Emergency Medicine) posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post.

CLOSING DATE : 26 August 2024

POST 28/164 : **REGISTRAR (OBSTETRICS AND GYNECOLOGY)**
(5 Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Computer literacy in MS Office. Ability to communicate (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms Recommended that has successfully completed FCOG part 1a. It would be advantageous to have done 12 months as a medical officer in O&G, under supervision. Inherent requirement of the job: All applicants must be South African citizens or permanent residents. A valid driver's licence is advantageous. Must work after hours and shift work. Registrars will be required to register as post-graduate students with the Stellenbosch University/University of Cape Town/University of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. Commuted overtime is compulsory.

DUTIES : In and after hour care to women accessing obstetric and gynaecological health services on our service platform. Participation in the

ENQUIRIES : Prof Nomonde Mbatani Tel No: (021) 404 6020 or nomonde.mbatani@uct.ac.za/marilyn.koks@uct.ac.za academic activities of with Department.

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 have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist

positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. *Preference will be given to SA citizens/permanent residents with a valid identity document*. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.

- CLOSING DATE** : 23 August 2024
- POST 28/165** : **REGISTRAR (ORTHOPAEDIC SURGERY) (X3 POSTS)**
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: CMSA 1a and 1b (Intermediate) examinations. Previous research experience and publication is a strong recommendation. Valid (Code B/EB) driver's license. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. All applicants must be South African citizens or permanent resident. Commuted overtime is compulsory. Recommendation: FC Orth (SA) Intermediate. Recommendation: medical officer experience on the VHW / MPH / NSH L2 platform. At least 24 months experience as a medical officer in Orthopaedic Surgery. Orthopaedic surgery experience in the western metropole level 2 hospitals is a recommendation. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing Orthopaedic Surgical services. Ability to function in a team under pressure in a high volume, high stress environment. Administrative and IT skills. Research methodology.
- DUTIES** : Clinical Service: Patient care. Clinical Service: Operative. Clinical governance. Teaching Innovation and Research. Leadership.
- ENQUIRIES** : Mrs Marilyn van der Berg; marilyn.vanderberg@uct.ac.za on Tel No: (021) 406 5158
- 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 have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Registrars will be required to register as post-graduate students with the Stellenbosch University/University of Cape Town/University of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. Preference will be given to SA citizens/permanent residents with a valid identity document. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This

concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.”

- CLOSING DATE** : 23 August 2024
- POST 28/166** : **REGISTRAR (NEUROLOGY)**
(4-Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to work overtime when required. Registrars will be required to register as post-graduate students with the University of Cape Town according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. Completion of the Diploma. from the CMSA in the 1st year. Commuted overtime is compulsory. Competencies (knowledge/skills): Appropriate experience in the principles and practice of general medicine and/or emergency medicine as registrar or medical officer is typically expected. Successful completion of recognised diplomas in emergency medicine (ACS, etc.) are an advantage. Post graduate research qualifications (e.g. MSc, PhD) in neuroscience are an advantage. Successful completion of the Part 1 Examinations of the College of Neurologists of South Africa are typically expected. Registration for and completion of an MMed (neurology) dissertation.
- DUTIES** : Neurology clinic planning, organization and teamwork, as well as neurology out-patient patient care and management. Neurology ward planning, organization and teamwork, as well as neurology in-patient assessment, care and management appropriate to experience. After hours on-call duties for emergency neurology and acute stroke. Diligent report and discharge summary generation, letter writing, consultation and liaison with patient families and other stakeholders. Undergraduate teaching: bedside tutorials. Self-directed learning to achieve and maintain competence.
- ENQUIRIES** : Prof L Tucker Tel No: (021) 404 3197
- 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 have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. *Preference will be given to SA citizens/permanent residents with a valid identity document*. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.”
- CLOSING DATE** : 23 August 2024

POST 28/167 : **MEDICAL OFFICER GRADE 1 TO 3: (OBSTETRICS AND GYNAECOLOGY)**
(3-year contract)

SALARY : Grade 1: R949 146 - R1 021 911 per annum
Grade 2: R1 082 988 - R1 182 183 per annum
Grade 3: R1 253 415 - R1 561 734 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Groote Schuur Hospital
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Computer literacy (MS Word, Excel, Outlook). Ability to work in integrated multi-disciplinary teams across platforms. Ability to communicate effectively (verbal and written). It would be advantageous to have done 12 months and as medical officer in O&G under supervision.

DUTIES : Participate in the academic activities of the Department. In and after hour care to women accessing obstetric and gynaecological health services on our service platform.

ENQUIRIES : Dr A Osman Tel No: (021) 404 6020 or ayesha.osman@uct.ac.za / marilyn.koks@uct.ac.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 26 August 2024

POST 28/168 : **MEDICAL OFFICER: GRADE 1 TO 3 (MEDICAL: CRITICAL CARE) (X2 POSTS)**
(1-Year Contract)

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the

		HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Experience in the management of critically ill patients. Experience in placement of invasive lines with ultrasound. Experience in the management of ventilated patients. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy mandatory.
<u>DUTIES</u>	:	In and after hours assessment and care of critically ill patients in the various intensive care units at Groote Schuur Hospital. Participation in the academic activities of our Department. The management and care of patients in keeping with the ethos of the Department of Health and Wellness in the Western Cape. Engagement with patient triage processes and capture of referral data. Formulation of effective management plans in the context of a cost conscious environment. Orientation of new staff in the critical care environment. Teaching and Training
<u>ENQUIRIES</u>	:	Ms C Baxter Tel No: (021) 404 3279 or email: chardonnay.baxter@westerncape.gov.za/ivan.joubert@uct.ac.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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/169</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is

not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Strong managerial and supervisory skills are needed. Proven ability to safely manage a labour ward and obstetric emergencies independently. Proven ability to manage non-acute and emergency gynaecology patients. Proven ability to perform basic gynaecological and obstetric ultrasounds.

DUTIES : Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Health Ecosystem: Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities. Managing the high-risk obstetrics as well as gynaecology out-patients clinic ensuring appropriate management plans are instituted. Must be able to do assisted deliveries, breech deliveries, post-partum sterilisations and to perform complicated caesarean sections. Performing basic obstetric and gynaecological ultrasound examinations. Performing major and minor gynaecological procedures such as laparotomies, ectopic pregnancies, evacuations of uterus, drainage of vulva abscesses and biopsies independently.

ENQUIRIES : Dr H le Riche (email: Heloise.leriche@westerncape.gov.za, Tel No: (021) 860 2511)

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 : 23 August 2024

POST 28/170 : **REGISTRAR (ANAESTHETICS) (X2 POSTS)**
(4 Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge and appropriate use of equipment. FCA Part 1 or equivalent is an advantage. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Diploma in Anaesthesia (DA). Experience in Internal Medicine or Critical care. Experience in Anesthesiology and Perioperative Medicine.

DUTIES : Provision of safe anaesthetic care to patients. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Intensive Care Therapy. Learn the art and science of anaesthesia practice & ICU Medicine. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics.

<u>ENQUIRIES</u>	:	Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Learn critical skills required by an anaesthetist. Involvement in research/audits relating to anaesthesia, intensive care and pain management.
<u>APPLICATIONS</u>	:	Prof J Swanevelder, email: Justiaan.Swanevelder@uct.ac.za
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA citizens/permanent residents with a valid identity document "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/171</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (5/8TH POST) (ORTHOPAEDIC SURGERY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R794 937 (5/8th) per annum Grade 2: R907 008 (5/8th) per annum Grade 3: R1 050 489 (5/8th) per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Orthopaedic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in Hand Surgery. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.
<u>DUTIES</u>	:	Participation in under- and post-graduate divisional activities. Supervision and training of junior surgical staff. Orthopaedic Hand surgery specialist clinical service provision in the Groote Schuur Hospital Hand Unit.
<u>ENQUIRIES</u>	:	Prof RN Dunn Tel No: (021) 404-5108
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 23 August 2024
- POST 28/172** : **MEDICAL PHYSICIST GRADE 1 TO 3**
- SALARY** : Grade 1: R769 347 per annum
Grade 2: R868 662 per annum
Grade 3: R 990 945 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years' appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** A minimum of 16 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Good communication, interpersonal relationship, research, development and teaching skills. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Understand the physics of radiotherapy-, diagnostic radiology and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Skills pertaining to the scope of the profession of medical physicists.
- DUTIES** : Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.
- ENQUIRIES** : Ms N Joubert Tel. No: (021) 404 6240/6266 or nanette.joubert@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 23 August 2024
- POST 28/173** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
West Coast District
- SALARY** : R656 964 per annum
- CENTRE** : West Coast TB Centre
- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 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 licence. Frequent travelling between Sonstraal Hospital (Paarl) and ID Hospital (Malmesbury). Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): 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.

- DUTIES** : Strategic leadership: Provide direction and supervision for the implementation of nursing care, ethos and professionalism. Clinical/patient care: Provide professional, technical and management support for the provision of quality clinical/patient care through proper management of nursing care programs. Quality Assurance management: Ensure implementing of Quality Improvement plan. Information Management: Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Effective management of resources: Manage and utilize resources in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms N Liebenberg Tel No: (021) 815-8340
- APPLICATIONS** : Applications are submitted online via 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 a competency test.
- CLOSING DATE** : 23 August 2024

POST 28/174 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**

- SALARY** : R656 964 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Theatre Technique after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: After-hours or weekend cover for Nursing. Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols.

- DUTIES** : Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances as well as deputizing for Assistant Manager: Nursing.

- ENQUIRIES** : Ms R Sutcliffe Tel No: (021) 404-2092
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for the post.
- CLOSING DATE** : 23 August 2024

POST 28/175 : **CHIEF RADIOGRAPHER (RADIATION ONCOLOGY) (X2 POSTS)**

- SALARY** : Grade 1: R545 262 per annum

<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: A minimum of 3 years appropriate experience as a Radiation Oncology (Therapy) Radiographer after registration with the HPCSA. Inherent requirements of the job: Work late when deemed necessary to fulfil operational requirements. Clinically competent and technically skilled in planning and/or treatment floor and assist teams when required. Work shifts if operations require. Competencies (knowledge/skills): Good interpersonal and supervisory skills. Some managerial experience on the treatment floor and/or planning with either CT and/or graphical planning. Good computer skills especially with Ms Excel, MS PowerPoint, Ms Word and Aria management system. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Control, supervise, delegate and co-ordinate treatment and/or planning activities of Radiation Therapists, Community Service Radiation Therapists and students in conjunction with the AD and other Chief Radiation Therapists to ensure effective patient throughput. Ensure optimal and appropriate treatment and/or planning processes for patients with cancer, by prioritizing the workload to ensure a minimum waiting list for Radiotherapy. Clinical involvement in planning such as localization, CT procedures or Quality Assurance of treatment sheets and/ or treatment of patients, ensuring optimal work is executed by staff. Ensure patients are accurately planned and/or treated, according to Clinicians' instructions and give administrative and information support to the other Chiefs and Assistant Director. Ensure appropriate patient care, monitor and perform quality assurance procedures and staff rostering. Participate in continuing professional development and assist with in-service training of Radiation Therapists, students and other visiting staff. Committee involvement in Quality Management, Safety, Physics meetings/SOPS, Staff wellness & Incapacity. Knowledgeable of progressive disciplinary procedures and conflict resolution. Asset management monitoring, procurement, condemning of equipment and ensuring adequate stock levels kept.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Jaftha Tel No: (021) 404 4292
	:	Applications are submitted online via 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>	:	23 August 2024
<u>POST 28/176</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1 TO 2 (RADIOLOGY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R545 262 per annum Grade 2: R623 229 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a (Independent practitioner) Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a (Independent Practitioner) Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Ability to manage and supervise a subsection of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Computerised Tomography and PACS experience will be advantageous. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Computer literacy. Extensive radiographic experience and knowledge of radiography protocols. Good communication skills (verbal and written). Extensive experience in a Radiography supervisory capacity.
<u>DUTIES</u>	:	Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre. Manage radiography and support personnel,

including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021)-404-4187
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 23 August 2024

POST 28/177 : **RADIOGRAPHER GRADE 1 TO 3: (NUCLEAR MEDICINE)**

SALARY : Grade 1: R465 645 per annum
Grade 2: R545 262 per annum
Grade 3: R641 436 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows for the registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer in Nuclear Medicine. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer in Nuclear Medicine. Experience: **Grade 1:** None after registration with the HPCSA in Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) 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: Will be required to be on standby and work overtime when necessary. Competencies (knowledge/skills): Commitment to patient care and safety. Strong interpersonal and communication skills. Ability to work independently and effectively in a team environment.

DUTIES : Perform high-quality Nuclear Medicine imaging procedures using state-of-the-art equipment. Preparation and dispensing of radiopharmaceuticals. Administration of radiopharmaceuticals to patients following established protocols. Ensure patient safety and comfort during imaging procedures. Maintain accurate patient records and imaging data. Collaborate effectively with Nuclear Medicine physicians and other healthcare professionals. Adhere to radiation safety guidelines and protocols. Assist with ongoing in-service training of radiography students, Community Radiographers, and other healthcare students/registrars/interns. Willingness to participate in research activities.

ENQUIRIES : Mr G Malan Tel No: (021) 404-4103 or Mr L Africa, Tel No: (021) 404-4022
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 23 August 2024

POST 28/178 : **CHIEF ARTISAN GRADE A (REFRIGERATION/AIR CONDITIONING AND FIRE PREVENTION)**

SALARY : Grade A: R455 223 per annum

<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital
	:	Minimum educational qualification: Appropriate Trade Test Certificate in Mechanical or HVAC Fields. Experience: 10 years appropriate post-qualification experience as Artisan/Artisan Foreman in the Hospital HVAC, Mechanical Field. Inherent requirement of the job: A valid driver's license (Code B/EB). Competencies (knowledge/skills): Appropriate knowledge to supervise and manage the Air conditioning/Refrigeration, Fire Prevention and Signage divisions. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies, procedures and practices and Treasury Regulations. Excellent communication, interpersonal and conflict management skills. Computer literacy.
<u>DUTIES</u>	:	Effectively Manage the Air conditioning/Refrigeration, Fire Prevention and Signage Departments by ensuring that the different systems are operational, and that the preventative maintenance program is followed as well as effectively supervise, train and development of staff in the Air conditioning/Refrigeration/Signwriting and Fire Prevention departments. Responsible for the necessary administrative functions and equipment of the workshops. Perform and assist in incident investigations and inform the institution's management of any hazards and/or recall and act on notifications. Liaise with service providers and agents to negotiate quotations and maintenance projects. Liaise with all relevant personal and further ensure Groote Schuur Hospital is within regulations. Ensure that an up-to-date record on equipment information system regarding the maintenance costs, frequency of maintenance and service history is maintained and evaluate, investigate, monitor and advise on suitability of equipment and draw up tender specifications in line with the needs of the institution as guided by the Supply Chain Management Act and treasury regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Smith Tel No: (021) 404-6289 / 6201
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	23 August 2024
<u>POST 28/179</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital
	:	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. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a minimum of one year experience after obtaining the additional qualification and registration with SANC in Advanced midwifery and Neonatal Nursing Science. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Computer literacy in MS office.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Ms R Bruintjies Tel No: (021) 816-8516

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Advanced Midwifery and Neonatal Nursing Science. The pool of applicants will be considered for other vacant PN spec posts (Maternity) within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 23 August 2024
- POST 28/180** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Various Institutions
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Experience and knowledge in theatre. Computer skills (MS Office).
- DUTIES** : Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialised care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective management and utilization of resources Knowledge of Major Incident Disaster Plan.
- ENQUIRIES APPLICATIONS** : Ms S Basardien Tel No: (021) 402-6485
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date

CLOSING DATE : 23 August 2024

POST 28/181 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : Western/ Southern Sub-structure Office and District Six Community Day Centre

REQUIREMENTS : Minimum Educational Qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: - Valid (Code B/EB) driver's licence. Duties (key result areas/outputs): Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.

DUTIES : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

ENQUIRIES : Ms. L Appolis Tel No: (021) 2020-933

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in in Advanced Psychiatric Nursing Science. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Professional Nurse (Specialty: Psychiatry) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 23 August 2024

POST 28/182 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : Garden Route District Office, George

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Registration with SANC as Clinical Nurse Practitioner. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Driver's Licence. Experience in Primary Health Care. Experience in NIMART and HIV. Willingness to drive vast distances in the Garden Route & Central Karoo and sleep over to give training. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word).

DUTIES : Coordinate facilitate learning opportunities for Registered Professional Nurses in NIMART and all relevant nurse prescribing related training. Coordinate and facilitate the in-service training and updating of skills. Evaluate and assess the competencies and skills of nursing personnel. Effective management and utilization of human resources. Outreach to the Central Karoo District.

ENQUIRIES : Ms E Swanevelder Tel No: (044) 803-2709

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 23 August 2024

POST 28/183 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

Central Karoo District

SALARY : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

CENTRE : Laingsburg Clinic

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in Beaufort West Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in the facility and Community. Link to the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

ENQUIRIES : Ms EA Johnson Tel No: (023) 814-2035

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration

fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care. Note: No payment of any kind is required when applying for the post.

<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/184</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRIC)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	George Regional Hospital
<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 Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in the Specialty of child Nursing science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Child Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem-solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms D Williams Tel No: (044) 802-4338 / 4537
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Child Nursing Science.
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/185</u>	:	<u>PROFESSIONAL NURSE GRADE 1 to 2 (SPECIALTY: ADVANCE MIDWIFERY) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Du Noon MOU (X2 Posts) Retreat MOU CHC's (X2 Posts)

<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 and Midwife. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy in MS office. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES</u>	:	Ms B Abrahams Tel No: (021) 200 4500 (Du Noon CHC), Ms S Meyer Tel No: (021) 713 9741 (Retreat CHC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Advanced Midwifery and Neonatal Nursing Science. The pool of applicants will be considered for other vacant PN spec posts (Maternity) within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment and oral assessment.
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/186</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<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 Council (SANC) as a Professional Nurse and Midwife and Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of

14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirement of the job: A valid code (B/EB) driver's license. Competencies (knowledge/skills): Good understanding and knowledge of quality Occupational Health services rendered at a Healthcare Facility. Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and Policies that governs Occupational Health and Safety. Effective interpersonal, leadership, decision making, planning skills. Demonstrate a good understanding of people management and financial policies and practices. Practical knowledge of research methodology and Quality Management. Computer skills, communication skills, critical thinking and presentation skills.

DUTIES : Provide and manage a basic Occupational Health Service and refer to appropriate level of care as required. Coordinate health promotion and wellness initiatives. Provision of advisory services on OHS matters. Conduct Occupational Health Risk Assessments and develop Quality Improvement Plans in collaboration with Management Team. Ensure legal compliance with Occupational Health Policies, OHS Act and related Statutes. An effective and efficient administrative system/control for the occupational health service. Training in line with OHS Acts and Regulations.

ENQUIRIES : Ms S Nieuwoudt Tel No: (023) 348-6455

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Occupational Health Nursing Science with the South African Nursing Council.

CLOSING DATE : 23 August 2024

POST 28/187 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (DISPUTE RESOLUTION)**
Directorate: Employee Relations

SALARY : R444 036 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in Labour Relations in the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Understanding collective bargaining and dispute resolution in the essential services. Investigative and presiding skills in respect of disciplinary matters/hearings. Computer Literacy in Ms Office Skills.

DUTIES : Give expert advice and support regarding variety of labour relations matters such as misconduct, grievances and dispute cases. Handling of disputes, grievances and misconduct matters; investigate misconduct cases, represent the employer in a disciplinary hearing and conciliation and arbitration hearing. Facilitate Labour Relations training. Ensure compliance in terms of the Monitoring and Evaluation regarding labour relations standards. Ensure management of Employee Relations database systems. Ensure optimal supervision of staff.

ENQUIRIES : Ms Z Rikwe Tel No: (021) 831-5864

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/188</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS (DISCIPLINE MISCONDUCT)</u> Directorate: Employee Relations
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in dealing with labour relations matters within the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge of Labour Relations specific the handling of misconduct, conflict and dispute resolution. Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Presentation and Facilitation skills. Computer Literacy in Ms Office Skills.
<u>DUTIES</u>	:	Give expert advice and support regarding all labour relations issues such as misconduct, grievances, disputes and policy related matters. Handle and conduct preliminary investigation on all special cases emanating from external stakeholders, e.g., Provincial Forensic Services, Special Investigative Unit, Public Protector, National Hotline Corruption, Public Protector and Public Service Commission. Handling of all policy related matters. Coordination and facilitation of specific training programs. Investigate grievances and misconduct cases. Provide support to the Director of Employee Relations.
<u>ENQUIRIES</u>	:	Adv W Small Tel No: (021) 831-5852
<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>	:	23 August 2024
<u>POST 28/189</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: Grade 1 : None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work under extreme pressure. Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently. Ability to work after hours for ERAS (Enhanced Recovery After Surgery) calls. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, interpersonal and communication skills. Appropriate, clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting with appropriate experience in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries, OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units

- associated with these wards. Ability to teach undergraduate students in a tertiary setting.
- DUTIES** : Assess and treat patients in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries, OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units associated with these wards. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. -Assist in the clinical teaching of undergraduate students.
- ENQUIRIES** : Ms CK Davids Tel No: (021) 404 4408
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for these posts. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 23 August 2024
- POST 28/190** : **OCCUPATIONAL THERAPIST: GRADE 1 TO 3 (MENTAL HEALTH)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Southern/Western Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with HPCSA as an Occupational Therapist. Minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision making and problem-solving skills.
- DUTIES** : Assessment and treatment of community mental health patients. Contribute to the development and implementation of Occupational Therapy programs in the community. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district. Contribution to the awareness, promotion of mental health, and prevention of mental illness.
- ENQUIRIES** : Ms L Appolis Tel No: (021) 2020-933
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of applicants will be considered for other vacant Occupational Therapist posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 23 August 2024
- POST 28/191** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE REQUIREMENTS** : Southern Cape TB Centre, George Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPSCA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. One (1) year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** "Minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist in respect of RSA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office is mandatory.
- DUTIES** : Individual patient assessments and treatment of patients. Assess, prescribe, order and fitting of wheelchairs, as well as assistive devices and oversee wheelchair repair workshops. Health education and group therapy. Functional rehabilitation of patients including hand rehabilitation. Human resource functions of Harry Comay Hospital's rehab component. Occupational Therapy care of patients at Thembaletu clinic.
- ENQUIRIES APPLICATIONS** : Dr TS Ackerman Tel. No: (044) 814-1124
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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** : 23 August 2024
- POST 28/192** : **SENIOR PERSONNEL PRACTITIONER (WELLNESS, DIVERSITY AND DISABILITY)**
Chief Directorate: People Management: Employee Health and Wellness, Diversity and Disability
- SALARY** : R376 413 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town
: Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel throughout the province. Competencies (knowledge/skills): Computer literacy in Microsoft Office (Word, Excel, PowerPoint, Outlook). Facilitation, policy writing, general writing, research, conceptualisation, analytical, statistical analysis and communication (written and verbal) skills. Ability to interpret and apply legislation. Understanding of the Disability Framework for the Public Service. Creativity, self-motivation and assertiveness. Ability to prioritise and organise work.

DUTIES : Coordinate and implement strategies, programmes, and projects related to the Department's Disability Strategy. Co-ordination of the reasonable accommodation of employees with disabilities and the procurement of assistive devices in accordance with departmental framework. Advise districts and institutions on disclosure matters in accordance with the departmental disclosure policy and implement disability awareness programmes. Co-ordinate physical and information accessibility measures in the workplace through programmes and projects of the department. Coordinate the implementation of a Disability Sensitisation and Awareness Programme. Coordinate the implementation of a monitoring and evaluation of the Department employment practices and mainstreaming on disability matters.

ENQUIRIES APPLICATIONS : Ms W Herabai Tel No: (021) 483-5676
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 23 August 2024

POST 28/193 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PLANNING AND COMMISSIONING UNIT) (PCU) CO-ORDINATOR**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate 3-year National Diploma / Degree. Experience: Appropriate project or contract and theoretical management experience. Appropriate recognised/company, contract or project management experience. Inherent requirement of the job: Valid Code B/EB driver's Licence. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good presentation skills, communication skills (verbal and written) and good interpersonal skills. Sufficiently physically fit and healthy and able to walk long distances in the confines of the building and various project sites. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management and familiar with Facilities Management processes inclusive of property leasing, managing of space. Ability to work under pressure and available after-hours, when necessary.

DUTIES : Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space. Manage the Allocation, Audits, Architectural briefs, planning of space within the hospital Management of contracts (monitoring and evaluation) and Lease Administration. Assist with the drawing up of Memorandum of understandings and liaison with Property management and various other stakeholders as well as assist with the management of residences and halls. Facility Planning Facilitator for the infrastructural planning administration section of the hospital and to manage the PCU process with the relevant stakeholders. Establish appropriate monitoring and evaluation criterion for the PCU process according to the project management guidelines. Do continuous process improvement to develop appropriate standards against the GSH Norms, which will inform the relevant SOPs. Establish good working relationships with all PCU stakeholders and manage the PCU office, coordinators, internal and external stakeholders accordingly.

ENQUIRIES APPLICATIONS : Mr G Hankey Tel No: (021) 404 6132 / (021) 404-3178
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 23 August 2024

POST 28/194 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS (X2 POSTS)**
 Directorate: Employee Relations

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in dealing with misconduct and grievances within the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Labour Relations with specific reference to misconduct, grievances and dispute resolution. Knowledge of legislative framework governing labour law. Presentation and Facilitation Skills. Computer Literacy in Ms Office Skills.

DUTIES : Handling of misconduct cases, investigate misconduct, represent the employer in disciplinary hearings. Handling of grievances, investigate grievances and draft investigation report with recommendations. Dispute resolutions, represent the employer in conciliation and arbitration hearings. Facilitate Labour Relations trainings. Ensure compliance in terms of the Monitoring and Evaluation regarding employee relations standards. Ensure management of employee relations database systems and compilation of relevant reports.

ENQUIRIES : Ms Z Rikwe Tel No: (021) 831-5864
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 August 2024

POST 28/195 : **SENIOR TRAINING OFFICER (X2 POSTS)**
 Directorate: People Development, People Development Centre (PDC)

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town, based in Plumstead
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa or South African Council for Social Service Professions. Experience: Appropriate experience in training and facilitation. Appropriate experience in training material development and assessments. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health and wellness related topics. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of training material development and facilitation. Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge and understanding of HIV/AIDS, TB and STI's and other health and wellness related topics. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, PowerPoint and Excel.

DUTIES : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health and related counselling training courses both didactically and online. Deliver training on wellness and therapeutic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Develop and conduct training assessments. Conduct monitoring and evaluation activities in HIV/AIDS, TB & STI, counselling and health and wellness related training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

ENQUIRIES : Ms N Calvert Tel No: (021) 763-5336
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 23 August 2024

- POST 28/196** : **ARTISAN FOREMAN GRADE A (CARPENTRY)**
 Directorate: Engineering and Technical Support Services
- SALARY** : Grade A: R362 130 per annum
CENTRE : Head Office, Cape Town, Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. (Carpentry). Experience: 5 years' experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Competency in Supervisory and Management skills. Sound interpersonal and good verbal and written communication skills. Sound knowledge of mainly finish Carpentry (Shopfitting, Finishing Carpentry, Furniture making industry). Sound knowledge of building trades (Carpentry, Plumbing, Building, Painting). Sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy (MS Office and MS Excel). Conversant with disciplinary actions.
- DUTIES** : Supervise staff in Workshop and produce designs and objects with material and equipment according to job specifications and standards. Provide and assistance to Artisans and other workshop staff. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed. Repair equipment, facilities, plants and buildings according to standards. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure the adherence is given to the Occupational Health and Safety act. Perform administrative duties and assist with personnel progress reports. Assist with the ordering, procurement and control of maintenance material and equipment. Validating quotations. Writing Specifications. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.
- ENQUIRIES** : Mr JP Louw Tel No: (021) 830-3771
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : 23 August 2024
- POST 28/197** : **SOCIAL WORKER: GRADE 1 TO 4 (X2 POSTS)**
- SALARY** : Grade 1: R308 247 per annum
 Grade 2: R376 416 per annum
 Grade 3: R452 667 per annum
 Grade 4: R 554 919 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the SACSSP as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skills in neonatology, assessment skills, family and individual counselling skills. Knowledge of statutory processes with regards the Child Care Act. Computer literacy. Good verbal and written communication skills.
- DUTIES** : Provide social work services to in-patients and their families. Provide specialist knowledge and skills to services in neonatology. Provide psychosocial assessments, counselling to individuals and families. Appropriate referrals to step down facilities. Undertake telephonic patient follow up. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Provide future care plans for patients, maintain all administration functions on work undertaken.
- ENQUIRIES** : Mr A De Vos Tel No: (021) 404-5430

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/198</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management to provide quality administrative and support services to the Hospital and Staff with regard to the HRM functions. Appropriate experience with regard to Salary Systems (PERSAL) and Personnel Management in the Public Service. Appropriate experience in the administration of Staff Performance Management System (SPMS), PERMIS, Pay Progression, Grade Progression (OSD And Non-OSD) and commuted overtime. Competencies (knowledge/skills): Computer literacy (MS Office: MS Word, MS Excel and Power Point). Aptitude with working with figures. Extensive PERSAL knowledge. Extensive knowledge of appointments, allowances and deductions. The ability to function independently as well as in a multi-disciplinary team. Good communication and interpersonal skills. Problem-solving Skills. Inherent requirement of the job: Analytical thinking.
<u>DUTIES</u>	:	Supervise Administrative Clerks to ensure the effective functioning of the Personnel Administration Section. Handle appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and commuted overtime. Approval of PERSAL transactions. Manage the Staff Performance Management (SPMS) process for Sub-ordinates. Assist staff, supervisor, management and member of the public with regard to Human Resources and Personnel Matters. HR Audit compliance.
<u>ENQUIRIES</u>	:	Ms L Engelbrecht Tel No: (021) 938 5330
<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 the post.
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/199</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X6 POSTS)</u> Chef Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 533 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to

- ensure quality nursing care. Good problem solving, motivational and leadership skills.
- DUTIES** : Provision of person-centered quality care within the laws and regulations relevant to nursing and health care. Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Manage proper utilization of human and financial resources. Management quality assurance according to National Core Standards, Infection Prevention and Control and Occupational Health and Safety Standards. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
- ENQUIRIES** : Ms HD O'Rie Tel No: (023) 348 1104
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency test. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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** : 23 August 2024
- POST 28/200** : **PROFESSIONAL NURSE GRADE 1 TO 3 (X3 POSTS)**
West Coast District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Sonstraal Transitional Care and ID Hospital
- REQUIREMENTS** : 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB/) driver's licence. Willingness to work overtime when necessary and willingness to render relief duties at ID Hospital (Malmesbury) or Sonstraal Hospital when necessary. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES** : Ms N Liebenberg Tel No: (021) 815-8340
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

		a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/201</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u> Chief Directorate: Rural health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Computer Literacy. Physical and mental competency to perform the job. Willingness to complete Palliative Care Course. Able and willing to work clinically and after hours, including standby duties. Willingness to travel and in possession of a valid (Code B/EB) driver's license. Willingness to provide training to the multi-disciplinary team members and other role-players. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, Responsive, Critical and Creative thinking, Complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H O'rie Tel No: (023) 348-1104 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/202</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) MALE WARD (X1 POST) AND FEMALE/PAEDS WARD (X1 POST)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 (PNA3) per annum Grade 3: R451 533 (PNA4) per annum

- CENTRE REQUIREMENTS** : Vredendal Hospital
 : 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 (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Provide direction/supervision for the implementation of the nursing plan to ensure quality optimal, holistic patient care with set standards. Implement standards, practices, criteria and indicators for quality nursing practice. Practice nursing and health care in accordance to the nursing and health care laws and regulations to protect patients. Maintain a constructive working relationship with nursing and members of the health and social care teams and participate in training and research. Efficient and cost-effective utilization of human, material- and physical resources. Support to Nursing services management of the Institution.
- ENQUIRIES APPLICATIONS** : Mr LK Wagenaar Tel No: (027) 213-2039
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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** : 23 August 2024
- POST 28/203** : **ARTISAN PRODUCTION GRADE A TO C (BUILDING) (PAINTING)**
 Directorate: Engineering and Technical Support Services
- SALARY** : Grade A: R230 989 per annum
 Grade B: R270 915 per annum
 Grade C: R314 715 per annum
- CENTRE REQUIREMENTS** : Head Office, Cape Town, Bellville Mobile Workshop
 : Minimum educational qualification: Appropriate Trade Test Certificate. (In a building related trade) Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Good communication skills. Sound Knowledge of mainly painting as well as any other Building related trade like: (Carpentry, Plumbing, Building). Sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have a knowledgeable experience to install ceilings drywall and skimming of walls and ceilings and painting.
- DUTIES** : Perform necessary administrative functions, train and supervision of subordinates. Control over tools and materials. Mainly painting related duties. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray- painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in Plumbing Carpentry

and Building Departments. Take control of Job cards assigned. Assist the Artisan Foreman in certain Duties assigned. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.

ENQUIRIES APPLICATIONS : Mr JP Louw Tel No: (021) 830-3771
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 23 August 2024

POST 28/204 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R230 989 per annum
Grade B: R270 915 per annum
Grade C: R314 715 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town, Metro West Hub, Zwaanswyk
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES APPLICATIONS : Mr K Matthews Tel No: (021) 370-1119
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 23 August 2024

POST 28/205 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town, Bellville Mobile Workshop
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work. Knowledge of repairs and installation of industrial Laundry Equipment.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES APPLICATIONS : Mr D Samuels Tel No: (021) 830-3772
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 23 August 2024

- POST 28/206** : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**
 Directorate: People Management Planning and Practices
 (12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum, (Plus 37% in lieu of benefits)
 : Head Office, Cape Town
 : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and the Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Appropriate experience in collating information/statistics. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).
- DUTIES** : Administer compensation for Occupational Injuries and Disease claims and liaise with all the relevant stakeholders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Employment Labour's (DEL) online system. Assist with collating COID information and providing stats to various role players. Deal with telephonic and written enquiries.
- ENQUIRIES APPLICATIONS** : Ms N Kearns Tel No: (021) 483-2543
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 19 August 2024
- POST 28/207** : **ADMINISTRATION CLERK: SUPPORT SERVICES (CONTRACT MANAGEMENT)**
 Garden Route District
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
 : Harry Comay Hospital
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Facility Support Services and contract management. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Outsourced Services Contract maintenance and compliance Effective logistical support Data Capturing Seamless service delivery. Minute taking and meeting logistics. The ability to accept accountability and responsibility and to work independently and unsupervised when required.
- DUTIES** : Effective Contract Maintenance. Perform effective support and administrative role wrt transport and support services. Record keeping and filing on MS Teams. Effective data management and administer quality monitoring. Present data for monthly Facility meeting and minute taking Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
- ENQUIRIES APPLICATIONS** : Mr E Thom Tel No: (044) 814 1099
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.
- CLOSING DATE** : 23 August 2024
- POST 28/208** : **PERSONNEL OFFICER**
 Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
 : People Management: Policies Practices and Employee Benefits (Administration)
 : Minimum educational qualification: Senior Certificate/Grade 12. Experience: Appropriate experience. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and

- numeracy skills. Knowledge of People Management prescripts in the Public Service. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.
- DUTIES** : Perform all administration duties pertaining to the personnel administration section as well as for policies and practices, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, debt management, PILIR, RWOEE, SPMS, etc. Audit personnel and leave records and maintain effective record keeping. Ensure correct application of People Management policies in respect of Policies and Practices. Handle all personnel enquiries and correspondence (written and verbal). Provide an effective support service to supervisor.
- ENQUIRIES APPLICATIONS** : Ms FG Malan Tel No: (021) 815-8837
- NOTE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 August 2024
- POST 28/209** : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : R216 417 per annum
Valkenberg Hospital (X1 Post)
New Somerset Hospital (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent) with accounting and/or mathematics as passed subjects or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Official must have a good understanding of the daily running of a hospital fees department, good understanding of the department & fees protocol, and hospital fees, policies and procedures – Chapter 18.
- DUTIES** : Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions and allocate medical aid and debtor payments. General fees administration and account related duties/enquiries including filing and cashier duties. Complete BAS transactions including deposits, day ends, journals and special journals and reconcile with the AR system. Compile weekly write-off annexures. Relieve in other outpatient departments as operationally required.
- ENQUIRIES APPLICATIONS** : Ms E Van der Westhuizen Tel No: (021) 833-9445
- NOTE** : 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 a written/practical and oral assessment. The pool of applicants will be considered for other vacant Administration Clerk: Fees posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 August 2024
- POST 28/210** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
- SALARY CENTRE** : R216 417 per annum
Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge and experience of PERSAL and their relevant functions.
- DUTIES** : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries

and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.

ENQUIRIES : Ms P Jansen Tel No: (021) 938-4684
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 23 August 2024

POST 28/211 : **ADMINISTRATION CLERK: FINANCE/ADMIN (SALARY ADMINISTRATION)**
Chief Directorate Financial Management
Sub-Directorate: Financial Accounting

SALARY : R216 417 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent) with accounting and/or mathematics as passed subjects or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Experience of the PERSAL and BAS systems and working in a salary administration environment. Competencies (knowledge/skills): Computer literacy. Good interpersonal relations communication and organizational skills. Knowledge of the PERSAL and Basic Accounting System (BAS), and all relevant Financial Acts/Regulations/Instructions. Knowledge of financial transactions involved with regards to salary deductions and payments and the applicable Assets and Liabilities accounts.

DUTIES : Capturing of payments/journals on BAS as well as record keeping/safe guarding thereof (Document control). Processing of Cell phone and Travel and Subsistence (T&S) claims iro Head Office staff on PERSAL. Administration of Maintenance and Administration Order, Pension, Medical Aid, Insurance, Official Unions, Bargaining Councils and State Debt deductions. Clearing of PERSAL exceptions and processing of salary recalls. Clearing of relevant ledger accounts. Dealing with Salary Administration queries.

ENQUIRIES : Mr J Crow Tel No: (021) 483-3542
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 August 2024

POST 28/212 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R216 417 per annum
CENTRE : D'Almeida Clinic, Mossel Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate administrative and data capturing experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel). Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

DUTIES : Capturing of all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.). Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 August 2024

- POST 28/213** : **STAFF NURSE GRADE 1 TO 3**
West Coast District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE REQUIREMENTS** : Swartland Hospital
Minimum educational qualifications: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Competencies (Knowledge/Skills): Good communication skills (written and verbal).
- DUTIES** : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.
- ENQUIRIES APPLICATIONS** : Ms L Julius Tel No: (022) 487-9204
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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** : 23 August 2024
- POST 28/214** : **STAFF NURSE GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE REQUIREMENTS** : Mossel Bay Sub-district
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Current registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willing to work shifts, day and night duty and overtime. Competencies (knowledge/skills): Self- discipline and motivation.
- DUTIES** : Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality nursing care. Participate in infection prevention and control.
- ENQUIRIES APPLICATIONS** : Ms JA Mahlangu Tel No: (044) 604-6104
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for the post.
- CLOSING DATE** : 23 August 2024
- POST 28/215** : **DENTAL ASSISTANT GRADE 1 TO 3**
Overberg District
- SALARY** : Grade 1: R205 773 per annum
Grade 2: R239 658 per annum
- CENTRE REQUIREMENTS** : Swellendam Hospital and Cape Agulhas
Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required

		<p>registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice. Guidelines for Primary Oral Health Care, Occupational Health & Safety Act.</p>
<u>DUTIES</u>	:	Optimal assistance with dental treatment at Oral Health facilities. Efficient and effective management of clinic, statistics and stock. Ensuring quality of care. Responsible for own Continuous Professional Development.
<u>ENQUIRIES</u>	:	Dr A Lategan Tel No: (028) 514-8400
<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. Shortlisted candidates may be required to do a competency test as part of the interview process. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/216</u>	:	<u>MEDICAL PRACTITIONER GRADE 1 TO 3 (36 SESSIONS PER WEEK)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE</u>	:	NHI Project, Stationed at Knysna/Bitou Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPSCA) as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and

		leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr FR Potgieter Tel No: (044) 814 1124 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/217</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3: (WORK ASSESSMENT UNIT) (SESSIONAL 30 HOURS PER WEEK)</u>
<u>SALARY</u>	:	Grade 1: R248 per hour Grade 2: R290 per hour Grade 3: R340 per hour
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Excellent clinical skills in the area of Work Assessment. Excellent communication skills (verbal and written). Excellent report writing skills. Computer literacy. Broad knowledge base on a variety of medical conditions and management thereof. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high-pressure, fast-paced working environment. Wheelchair assessment, prescription, and provision. Sound knowledge/ skills in functional capacity evaluations and report writing.
<u>DUTIES</u>	:	The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conduct comprehensive functional capacity evaluations and compile comprehensive reports. Conduct work site visits if and where applicable. Contribute to the progress and development of

the clinical area. Contribute to the management of physical and financial resources in the work assessment unit. Provide a comprehensive work practice service by conducting basic wheelchair assessments, issuing relevant home programmes, and prescribing assistive technology for relevant medical conditions per departmental policies and procedures. Identify a need for further rehabilitation or intervention. Advocate for the rights of persons with disabilities and collaborate with various stakeholders to ensure supported employment opportunities for persons with disabilities. Conduct prevocational skills training/group training. Be able to advocate for and implement an effective and efficient return to work programme. Provide coverage in the Work assessment and Paediatric clinical areas as per operational requirements, which may include student supervision. Complete all patient, area, and departmental-related administrative duties.

- ENQUIRES** : Ms S Ngemntu Tel No: (021) 938 5062
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status”).
- CLOSING DATE** : 23 August 2024
- POST 28/218** : **SPEECH THERAPIST GRADE 1 TO 3 (SESSIONAL: 20-26 HOURS PER WEEK)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R248 per hour
Grade 2: R290 per hour
Grade 3: R340 per hour
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as either a Speech Therapist and Audiologist or Speech therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as either a Speech Therapist and Audiologist or Speech therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One year of relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements for the post: Availability to work flexible hours if necessary. Competencies knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
- DUTIES** : Provide effective speech therapy service for in- and outpatients by assessing, diagnosing, and treating patients within a multidisciplinary team. Providing education and counselling to patients, family and caregivers. Monitoring and reviewing progress. Documenting patient information, and patient statistics.

Attending ward rounds, discussions, meetings with the multidisciplinary team. Liaising and referring appropriately. Contributing to service development by monitoring, evaluating and coordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Assist with the management of departmental resources.

- ENQUIRIES** : Ms SJ Van Wyngaard Tel No: (044) 802-4472
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"
CLOSING DATE : 23 August 2024

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 26 August 2024
NOTE : 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 28/219** : **DIRECTOR: SERVICE DELIVERY INTEGRATION REF NO: LG 24/2024**
SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification in Public Management or related operation of government services or related field as recognised by SAQA; A minimum of 5 years relevant middle-management/senior management level experience in intergovernmental relations or cooperative government or government programmes related to access to government services or relevant working environment; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards procedures & best practice, esp. iro

local government (Constitution, Municipal Systems Act, Municipal Structures Act); Constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Government services and deployment within municipal areas; Strategic Management processes including strategic planning and performance management within government - including inter-sphere and cross sector planning; Thorough knowledge of Intergovernmental Relations policy, legislation and guiding manuals; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.

DUTIES : Liaise with national government, provincial departments, municipalities, South African Local Government Association (SALGA) and related local government institutions in order to support intergovernmental relations for effective service delivery within municipalities; Manage and support effective Intergovernmental Relations; Support the management of Thusong Programme (Thusong Service Centres and Thusong Outreach); Responsible for providing strategic management, human resource management and financial management for the directorate.

ENQUIRIES : Ms. Nozuko Zamxaka Tel No: (021) 483 0609

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 26 August 2024

NOTE : 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 28/220 : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER) REF NO: WCMD 32/2024**

SALARY : R1 436 022 per annum (Level 14), (all-inclusive salary package)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting (B Comm) or related qualification as recognised by SAQA; A minimum of 5 years' experience at senior managerial level in finance; A valid driving licence; and Public Service SMS Pre-Entry Programme upon

appointment: Note: A requirement for appointment is the successful completion of the Senior Management Pre-entry Programme for entry in the Senior Management Service (SMS). This is a Public Service specific training programme which is applicable for appointment at SMS level. Recommendation: Registered Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA). Competencies: Proven knowledge of and working experience in the following: With the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information Systems that aid in the management of knowledge and information pertaining to the line functions; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance Management. Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

- DUTIES** : Render services pertaining to policies, strategies, innovation, research, systems and technology; Render strategic and operational management support services; Deliver an effective and efficient departmental financial management service; Ensure the rendering of ICT, people management, corporate assurance, legal, and communications support services to the department by the DOTP; Strategic Management (including change management); People Management; Financial Management.
- ENQUIRIES** : Ms. M Moore Tel No: (021) 483 5058

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 August 2024
- NOTE** : 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 28/221** : **DIRECTOR: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 62/2024**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package

- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate qualification at NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Proven knowledge and understanding of the following: National and Provincial social development and community development policies, guidelines and other related prescripts; National and Provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures; Operational management support regulatory requirements; Social Development practices and procedures; Procurement and tendering processes; Development, Strategy Management and strategy monitoring and review processes; Functioning of the Province and activities of sister departments; Policies of the government of the day; Staff Performance Management System and PERMIS 4; Performance Management and Development System for SMS members; Basic knowledge and understanding of Labour Relations legislation and regulations; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Training; Reporting Writing; Time Management.
- DUTIES** : Ensure the rendering of the ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement; Manage the professional development of OSD professions; Provide an executive support to the HOD; Coordinate security management, occupational health and safety accommodation matters; Strategic Management (including Change Management); People Management; Financial Management.
- ENQUIRIES** : Dr. R Macdonald Tel No: (021) 483 3083