



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2024
DATE ISSUED 23 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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
EMPLOYMENT AND LABOUR	A	03 - 29
HEALTH	B	30 - 31
MINERAL RESOURCES AND ENERGY	C	32 - 36
NATIONAL PROSECUTING AUTHORITY	D	37 - 59
OFFICE OF THE CHIEF JUSTICE	E	60 - 65
SMALL BUSINESS AND DEVELOPMENT	F	66
SOCIAL DEVELOPMENT	G	67 - 69
TOURISM	H	70 - 72
TRANSPORT	I	73 - 85
WATER AND SANITATION	J	86 - 96

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	K	97 - 100
GAUTENG	L	101 - 143
KWAZULU NATAL	M	144 - 176
LIMPOPO	N	177 - 200
WESTERN CAPE	O	201 - 272

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 06 September 2024 at 16:00 (walk-in) and 00:00 midnight (online)
- NOTE** : All attachments for online application must including Z83 and CV only be in PDF and in one (1) attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. The questions related to conditions that prevent re-appointment under Part F must be answered. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

- POST 30/01** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 5/1/2/3/137**
Re-advertisement, applicants who previously applied must/ are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all- inclusive)
: Compensation Fund, Pretoria
: A relevant Undergraduate qualification (NQF Level 7) in Human Resources Management/Psychology/Social Sciences and Equivalent Qualifications. 5 years' functional experience at middle managerial level in Human Resource Management/Development/Performance Management/EHWP/Employee Relations and HRPPA Environment. Knowledge: Constitution Act 108 of 1996 (amended). Compensation Fund policies, policies, procedures and processes. Talent Management and Succession Planning. Remuneration and Benefits. Human Resources Management Practices and principles. Human Resources across broad range of functional areas. COIDA. Customer Service principles (Batho Pele Principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Skill Development Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential procurement policy framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standard (MISS). Protection of personal information Act (POPI). Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Communication (Verbal and Written). Business Writing Skills. Problem Solving and Decision making. People Management and Empowerment. Client Orientation and Customer Focus. Change Management. Work Ethics and Self-management. Business Acumen and leadership. Environment Awareness.
- DUTIES** : Manage Human Resource Management services for the Fund. Manage the implementation of integrated performance Management, training and development management in the Fund. Manage the Employee Relations services in the Fund. Manage the provision of Employee Health and Wellness programmes as well as Occupational Health and Safety programmes for the Fund. Oversee HR Administration in the provinces. Manage all resources of the Directorate.
- ENQUIRIES APPLICATIONS** : Ms SBN Mhlungu Tel No: (012) 406 5723
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 30/02** : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/138**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: An undergraduate qualification (NQF Level 7) in Medical Orthotics and Prosthetics as recognised by SAQA. Post Graduate Diploma in Occupational Health will be an added advantage Registration with HPCSA. 5 years' experience at a Middle/Senior Management level in a Medical Orthotics and Prosthetics environment. Knowledge: Relevant stakeholders. Compensation Fund services. Customer service (Batho Pele Principles). Fund Value. Required IT knowledge. Fund IT Operating systems. DPSA guidelines on COIDA. Technical knowledge. General knowledge of Public Service Regulations. Public service Act. Basic Conditions of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Legislative Requirement: COID Act. National Health Act. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organising. Problem Solving and Analysis. Communication. Work Ethics and Self-

management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.

DUTIES : Develop and design Prosthetic and Orthotic policy, strategy and processes for the benefit of COIDA patients. Develop and design Prosthetic and orthotic regulations for the benefits of COIDA patients. Manage, establish and maintain relationship and protocols with orthotics and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the assistive devices request process. Manage the operations of the Directorate and resources (Human, Finance and Equipment)

ENQUIRIES : Mrs N Magonono at 060 983 2510

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/03 : **DIRECTOR: FINANCIAL CONTROL REF NO: HR 5/1/2/3/139**

SALARY : R1 216 824 per annum, (all -inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Accounting or Financial Management. 5 years' experience at middle/senior management level in a Financial Management environment. Knowledge: Supply Chain Management prescripts. Promotion of access to information. Project of access to information. Project management principles and methodologies. Customer Service (Batho Pele Principles). Legislative Requirement: Public Financial Management Act (PFMA). Public Service Act. Public Service Regulation. Treasury Regulations. Monitoring and Evaluation framework. Skills. Strategic Capability Leadership. Computer Literacy. Policy formulation. Excellent communication. Knowledge management. Planning and organising. Diversity management. Management. People development and empowerment. Strategic management and leadership. Financial management. Project management.

DUTIES : Manage and establish acceptable accounts payable systems for the Fund. Oversee the management of bank reconciliation services. Manage the department budget control. Provide effective financial management and advice. Manage all the Resources within the Directorate.

ENQUIRIES : Mr M Mokoena at 083 744 6233

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 30/04 : **SPECIALIST: OCCUPATIONAL HEALTH & SAFETY REF NO: HR 4/4/4/08/13**

SALARY : R1 003 890 per annum, (all-inclusive)

CENTRE : Provincial Office: Braamfontein

REQUIREMENTS : Three-year relevant tertiary qualification in Environmental Health/Analytical Chemistry/ Chemical/ Electrical and Mechanical/ Civil and Construction Engineering. Two years' management experience. Three years' functional experience in Health and Safety inspection/ services. Valid driver's Licence. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, OHS Act, OHS Regulation, OHSAS. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Research, Project Management.

- DUTIES** : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources, Financial Resources, Assets etc.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 5207
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein, Johannesburg or Direct Your Applications to: Jobs-GP3@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management
- POST 30/05** : **DEPUTY DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF NO: HR 5/1/2/3/141**
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: Three-year qualification in Communication/ Public Relations/ Business Administration/ Customer Relations Management/ Management. 5 years' functional experience in Service Delivery improvement/ Client support environment of which 2 years at Assistant Director or entry management level with supervision. Knowledge: Compensation Fund Policies, procedures, processes. Customer Service principles (Batho Pele Principles). Budgeting and Financial Management. Risk Management and Corporate Governance. COIDA. Relevant stakeholders. Public Service Regulations. Extensive knowledge and understanding of Treasury Audits. Knowledge of investigation methods and techniques. Road Accident Act. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. White Paper on Batho Pele Principles. Skills: Communication (Verbal and written). Service delivery innovation. Client orientation and customer focus. Planning and organizing. Problem solving and analysis. Conflict management. Decision making. Continuous improvement. People and Performance Management. Diversity Management.
- DUTIES** : Promote the culture of quality customer care service. Manage and compare maturity of customer care practice against a wide of industry standards. Manage and develop relationship with internal and external partners. Develop and manage standards for ensuring customer satisfaction, dependence and service patronage. Manage all resources in the sub directorate.
- ENQUIRIES APPLICATIONS** : Mr M Mangena Tel No: (012) 319 9140
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 30/06** : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/140**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: Three-year qualification in Information Technology/ BCom in Information Systems. 5 years' functional experience in Information systems environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund value. Technical knowledge. Risk Management and Fund Governance. Public Service Act. Public Service Regulation. Promotion of Access to Information Act. Budgeting and Financial Management. Legislative Requirements: PFMA. Treasury Regulations. COIDA. Skills: Required Technical proficiency. Business Writing. Required IT. Decision making. Communication (Verbal and Written). Customer Focus and Responsiveness. People and performance Management. Planning and organizing. Problem solving and analysis.

- DUTIES** : Manage the operations of the financial management system and its sub modules to ensure complete and accurate financial reporting. Manage the SAP financial management system and processes. Identify and address problems relating to financial management and claim processing system. Manage daily operations and support. Manage regular maintenance of the financial management and claim processing system (SAP). Manage the sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr M Mokoena at 083 744 6233
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 30/07** : **DEPUTY DIRECTOR: LOGISTICS AND SCM REF NO: HR 5/1/2/3/142**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (all- inclusive)
: Compensation Fund, Pretoria
: A Three years' qualifications in Supply Chain/Purchases/Logistics/Procurement Management/Commerce. 4 years' functional experience in Supply Chain Management of which 2 years at an Assistant Director level in Supply chain environment. Knowledge: Compensation fund business strategies and goals. Relevant stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. Financial reporting principles. Budget control processes. Customer Service (Batho Pele Principles). Technical knowledge. COIDA. Legislative Requirement: Public Finance Management Act. National Treasury regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Technical proficiency. Business Writing Skills. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Planning and organizing.
- DUTIES** : Manage order issues and facilitate payments of invoices. Management of stores functions. Management of Client Liaison Office. Manage and oversee end-to-end performance of the supply chain performance Management. Management of resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Mr M Mokoena at 083 744 6233
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF16@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 30/08** : **DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/143**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: A Three years' qualifications in Accounting/ Finance/ Informatics/ Auditing/ Internal Auditing/ Business Management (or Administration) / Operations Management. 5 Years functional experience in Financial services/ Medical Payments/Claims processing environment of which 2 years is at the Assistant Director or entry management level. Knowledge: Compensation fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Biology and medical anatomy. Customer service (Batho Pele Principles). Relevant stakeholders. Legislative Requirement: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organizing. Communication (verbal and written). People and performance management. Business writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership. Data Analytical. Project Management. Financial Management. Knowledge Management.
- DUTIES** : Manage the processing of finalizing medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and

provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms D Nkabinde at 079 883 0842
 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF17@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/09 : **DEPUTY DIRECTOR: CLINICAL CODING REF NO: HR 5/1/2/3/144**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all- inclusive)
 : Compensation Fund, Pretoria
 : Three years' qualifications in Accounting/IT/Finance/Clinical qualification. 5 years clinical coding experience in health insurance/medical aid/medical claims processing environment of which 2 years on entry management level. Knowledge: Compensation fund policies, procedures and processes. Department and Public Service prescripts. Customer Service principles (Batho Pele Principles). Technical knowledge. Relevant stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and Processes. Biology and medical anatomy. Legislative Requirement: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organizing. Communication (verbal and written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making. Analytical skills. Conflict Management. Team leadership.

DUTIES : Develop and implement clinical coding strategy and policies. Manage the coding program for the effective and timely coding of diagnoses and procedures for patient. Develop and implement quality assurance system for clinical coding. Management of resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms N Morrison at 066 475 7000
 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF18@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/10 : **DEPUTY DIRECTOR: INVESTMENT REF NO: HR4/4/3/2DDI/UIF**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all- inclusive)
 : Unemployment Insurance Fund, Pretoria
 : An undergraduate qualification in Investment Management at NQF Level 6 as recognized by SAQA Five (5) years working experience in investment portfolio management of which at least two (2) years must be functional investment portfolio management experience and at least three (3) years' experience at Assistant Director (or equivalent) level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Investment Cooperation Act (PICA). Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally Recognized Accounting Practices (GRAP). Skills: Leadership. Management. Computer Literacy. Communication. Time Management. Planning & Organization. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation skills.

DUTIES : Monitor investment management services. Manage investment accounting and disclosure services. Monitor investment risk management services. Manage resources.

ENQUIRIES APPLICATIONS : Ms ASC Fourie Tel No: (012) 337 1520/1599
 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF1@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF.

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

POST 30/11 : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2ASDER/UIF**

SALARY : R552 081 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Operations Management/ Administration Management. Two (2) years functional experience in Operations management environment. Two (2) years experience at a supervisory level in Operations. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). National Archives and Records Service of South Africa Act. Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report Writing. Planning and Organizing.

DUTIES : Facilitate manual registration of employers and employees. Coordinate manual declaration of employers. Coordinate the maintenance of employers and employee's database. Manage resources (Human, Finance, Equipment /Assets) within the Sub-Directorate.

ENQUIRIES : Mr SS Tanana Tel No: (012) 337 1829
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : Coloured Males, White Males and White Females, and Persons with disabilities are encouraged to apply.

POST 30/12 : **ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)**

SALARY : R55 2081 per annum
CENTRE : Provincial Office: Free State Ref No: HR 4/4/8/906 (X1 Post)
Provincial Office: Limpopo Ref No: HR 4/4/6/192 (X1 Post)
REQUIREMENTS : Three (3) year tertiary qualifications (NQF Level 6) In Operations Management/ Public Management/ Business Administration/ Public Administration/ Administration Management/ Public Relations Management/ Financial Management. Four (4) years' experience of which two (2) must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations. Basic Conditions of Employment Act (BCEA). Public Service Regulation (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Skills: Communication (Both verbal and written). Computer. Time Management. Customer Relations. People Management. Report Writing Supervisory Skills.

DUTIES : Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate general Support. Manage resources in the Unit.

ENQUIRIES : Ms N Zama Tel No: (051) 505 6276 (Free State)
Mr. Ml Makgobola Tel No: (015) 290 11723 (Limpopo)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: jobs-fs2@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, Free State
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane or email address: Jobs-LP@labour.go.za. For Attention: Sub-directorate: Human Resources Management, Polokwane

POST 30/13 : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/08/01**

SALARY : R552 081 per annum
CENTRE : Labour Centre: Mafikeng

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
<u>DUTIES</u>	:	Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES</u>	:	Mr. MO Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW1@labour.gov.za
<u>POST 30/14</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/08/02</u>
<u>SALARY</u>	:	R552 081 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree in Environment Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four years' functional experience in Health and Hygiene Inspection/ services. Valid Driver's License. Knowledge: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Listening and Observation, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within Identified sector, provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr MO Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW2@labour.gov.za
<u>POST 30/15</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/15</u>
<u>SALARY</u>	:	R552 081 per annum
<u>CENTRE</u>	:	Provincial Office: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. Valid driver's licence. Four (4) years functional experience in Electrical Engineering services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Communication (Verbal and Written), Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of occupational

health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES APPLICATIONS : Mr S Kubeka Tel No: (031) 366 2121

FOR ATTENTION : Specialist: OHS: P.O Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban or Email to: Jobs-KZN3@labour.gov.za

POST 30/16 : Human Resources: Operations, Durban.

ASSISTANT DIRECTOR: COMPLIANCE SERVICES REF NO: HR4/4/3/2/ASDCS/UIF

SALARY CENTRE REQUIREMENTS : R444 036 per annum

: Unemployment Insurance Fund, Pretoria

: Undergraduate qualification in Accounting/Internal Audit/ Auditing at NQF Level 6 as recognised by SAQA. Valid driver's license. Four (4) years' experience of which two (2) years must be functional and two (2) years at Practitioner level in Compliance /Financial Management/ Auditing environment. Knowledge: Financial Management. Treasury Regulations. Generally Recognised Accounting Practices (GRAP). Generally Accepted Accounting Practices (GAAP). Debtors Management. Diversity Management. Skills: Communication. Listening. Computer Literacy (MS Office Suite). Interpersonal relations. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy.

DUTIES : Coordinate the provision of support to employer audit services in Provincial Offices. Analyse debtor's information and identify non-compliance. Reconcile declaration and contribution information. Facilitate the evaluation and monitoring of employer audit services. Manage resources (Human, Financial, Equipment/Assets).

ENQUIRIES APPLICATIONS : Mr SN Gumede Tel No: (012) 337 1448

: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF3@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF.

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

POST 30/17 : **ASSISTANT DIRECTOR: STORES AND WAREHOUSE REF NO: HR4/4/3/2/ASDSWM/UIF**

SALARY CENTRE REQUIREMENTS : R444 036 per annum

: Unemployment Insurance Fund, Pretoria

: An undergraduate qualification in Logistics/ Supply Chain Management/ Economics/ Finance/ Financial Management/ Public Management at NQF Level 6 as recognized by SAQA. Four (4) years experience of which two (2) years must be functional and two (2) years at practitioner level in Supply Chain Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Supply Chain Management: A guide for Accounting Officers. Preferential Procurement Policy Framework Act no 5 of 2000. Treasury Regulations. Broad Base Black Economic Empowerment Act 2003. Internal Policies and Circulars. Skills: Communication (verbal and written). People Management. Problem Solving. Planning and Organizing. Computer Literacy. Listening. Negotiation. Conflict Handling. Time Management. Work in high pressure environment.

DUTIES : Coordinate receipt and issuing of stock. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and goods and services procured. Facilitate the replenishment of stock. Manage resources (Human, Finance, Equipment, Assets).

ENQUIRIES APPLICATIONS : Mr V Moodley Tel No: (012) 337 1834

: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF4@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF

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

POST 30/18 : **ASSISTANT DIRECTOR: MARKETING & COMMUNICATION REF NO: HR 5/1/2/3/145**

SALARY : R444 036 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three years' tertiary qualifications in Communications/Marketing/Public Relations Management. 4 years' functional experience as Senior Communication Officer in Communications/Marketing/Public Relations environment of which 2 years is at supervisory level. Knowledge: Compensation fund policies, procedures and, processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Government communication information system guidelines (Corporate Identity Guideline). Fund Governance and Risk Management. Budgeting and Financial Management. Stakeholder liaison. Communication or Media liaison. Publication production and publishing environment. COIDA. Legislative Requirement: Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act (PAIA). Minimum information security standard (MISS). Protection of personal information Act (POPI). Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem solving and analysis. Planning and organizing. Decision making. Project Management. Computer literacy. Conflict management. Research skills. Analytical skills. Advertising. Events management.

DUTIES : Co-ordinate (internal and external) communication services in the Fund. Promote the corporate brand of the Fund. Co-ordinate the marketing services of the Fund. Manage resources in the sub-directorate.

ENQUIRIES : Ms D Seabo at (072) 616 7729
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF24@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/19 : **ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR 5/1/2/3/146**

SALARY : R444 036 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Accounting or Financial Management. 2 years' functional experience in Bank Reconciliation environment. 2 years' supervisory experience. Knowledge: Financial Management. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles. Labour Relations Act 9LRA). Basic Condition of Employment Act (BCEA). Legislative Requirement: COIDA Act. Public service Act. PFMA and National Treasury Regulations. Constitution Act 108 of 1996 (amended). Public Service Regulations. Skills: Business Writing Skills. Decision making. Required IT Skills. Budgeting and Financial Management. Diversity Management. Conflict Management. Planning and organizing. Problem solving. Project or programme management. Team leadership. Risk Management.

DUTIES : Coordinate the overall maintenance of bank accounts. Coordinate manual and electronic reconciliation process. Coordinate allocation of unknown receipts. Coordinate the monthly reconciliation of supplier balances to supplier statement. Supervision of staff.

ENQUIRIES : Mr M Lonake at 066 479 2851
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/20 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/8/898**

SALARY : R444 036 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : BCom Law/ LLB Law degree, Admission as an Attorney or Advocate will be an added advantage. Valid driving licence. Two (2) years functional experience in legal/statutory services environment. Two (2) years supervisory experience. Knowledge: Public service transformation and management issues. Public Service Act. Ability to convert policy into action. Treasury Regulations. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principles. Skills: Administration and financial management. Strong leadership, strategic decision-making abilities. Verbal and written communication. Good internal relations. Ability to build high-performance team. Computer literacy. Project management. Communication skills.

DUTIES : Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholders and external stakeholder. Coordinate the development of policy and provide technical advice to the relevant stakeholders.

ENQUIRIES : Mr. M Luxande Tel No: (051) 505 6331
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: jobs-fs3@labour.gov.za

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

POST 30/21 : **SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENTS REF NO: HR 5/1/2/3/147**

SALARY : R376 413 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Financial accounting/Commerce. 2-3 years' experience in Financial accounting/finance/Insurance environment. Knowledge: Compensation Fund value. Corporate governance guidelines and strategies. Required information technology knowledge. Customer Serve Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirement: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public finance management Act (PFMA). Public service regulations Act. Public service regulations. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organising. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.

DUTIES : Implement and monitor assessment of employers functions of the fund as per policies and procedures. Review and recommend revision of assessments and approval of credit assessment. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervision of staff.

ENQUIRIES : Ms DR Moloto Tel No: (012) 3199 9406
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF25@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/22 : **SENIOR ADMIN OFFICER: EMPLOYER REGISTRATION REF NO: HR 5/1/2/3/148**

SALARY : R376 413 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Business Management/ Business Administration/ Public Management/ Public Administration/ Production/ Operations

Management. 2 years' functional experience in related environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customer. Customer Service (Batho Pele Principles). Billing administration. COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirement: Public finance management Act (PFMA). National Treasury regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer literacy.

DUTIES : Facilitate employer registration process. Conduct the process of updating master data. Approve captured employers banking details. Supervision of staff in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr J Madiaga Tel No: (012) 319 9412
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF26@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/23 : **SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/149**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Compensation Fund, Pretoria
: Three-year qualification in Industrial Psychology/Management Services/Human Resource Management. 2 years' functional experience in Change Management Initiatives/Projects or Organisational Development Environment. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Change Management models, tools, processes and techniques. Legislative Requirement: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act. Batho Pele Principles. Whitepaper on Transformation. Skills: Personal interaction. Presentation. Root cause identification. Business writing. Decision making. Communication. Active listening. Planning and organising. Problem solving.

DUTIES : Implement Change Management programme and strategies. Provide support to the Change project within the Fund. Coordinate the implementation of Change Management processes and admin services. Implement transformation programmes.

ENQUIRIES APPLICATIONS : Mr K Manganyi at (072) 322 1918
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF27@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/24 : **SENIOR STATE ACCOUNTANT: PAYABLE REF NO: HR 5/1/2/3/150**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Compensation Fund, Pretoria
: Three-year qualification in Accounting/Financial Accounting/Financial Management/Cost and Management Accounting. 2 years' functional experience in an Accounts payable environment. Knowledge: Compensation Fund policies, procedures, processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). Generally, recognized Accounting practice (GRAP). Generally Accepted Accounting principles (GRAAP). Public Service Act. Public Service Act (PSA). Public Service Regulations (PSR). Protection of personal Information Act (POPIA) Promotion of Access to personal Information Act (PAIA). Legislative Requirement: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Teamwork and collaboration. Self and time management. Attention to detail. Respect and

	:	concern for others. Proactiveness and initiative. Honesty, integrity and work ethic. Ability to function under pressure.
<u>DUTIES</u>	:	Attend to accounts payable process. Conducting Accounting and Administrative Services. Conduct Reconciliation of account. Execute daily payment run. Supervise staff.
<u>ENQUIRIES</u>	:	Ms L Rambauli Tel No: (012) 406 5723
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 30/25</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR 5/1/2/3/151</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Accounting, Finance. 2 years' functional experience in Financial Reporting. Knowledge: Compensation Fund business strategic and goals. Directorate /goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and Business Processes. Public Service, DOL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Value. Required IT Knowledge. Fund IT Operating Systems. Technical knowledge. DPSA guidelines on COIDA. Legislative requirement: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the public service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. IT Operating Systems. Decision making. Self-Management. Budgeting and Financial Management. People and Performance Management. Developing others. Planning and organizing. Problem solving. Project or programme management. Team leadership.
<u>DUTIES</u>	:	Review and authorize transactions. Perform general ledger activities. Perform GL reconciliation for the accounts. Perform year-end tasks.
<u>ENQUIRIES</u>	:	Ms MM Munonde at 082 523 3261
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 30/26</u>	:	<u>SENIOR PRACTITIONER MEDICAL PAYMENTS REF NO: HR 4/4/8/896</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Provincial Office Bloemfontein
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. 2 years' functional experience in COID claims and medical processing environment. Knowledge: Relevant Compensation Fund policies, procedures and business process. Public Service Act and Regulations. Customer Service (Batho Pele Principles) COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations.
<u>DUTIES</u>	:	Assess and review processed medical invoices. Authorise medical refunds and travelling expenses. Verify prepared request for pre-authorisation and quotations for assistive devices (Radiology request, physiotherapist request, Occupational Therapist). Handle all complex medical invoices enquiries. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr S Zakwe Tel No: (051) 505 6300
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
: Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
: Email: jobs-fs4@labour.gov.za

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

POST 30/27 : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO:HR4/4/5/21**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Provincial Office: KZN
: Three (3) year relevant tertiary qualification with either Public Administration/ Human Resource Development. Two (2) to three (3) years relevant experience in Operations / Training and Development. KNOWLEGDE: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment.

DUTIES : Verify the list of training needs that adhere with Workshop Skills Plan (WSP). Provide training of processing staff and CSO's on procedures, processes and relevant computer programmes. Verify monthly statistics for section within the Operations Division and Labour centres. Coordinate stakeholder communications in the business unit and Labour Centres (e.g. campaigns/briefing sessions). Provide administration services to the business unit. Manage resources (Human, Financial, Equipment/Assets) in the section.

ENQUIRIES APPLICATIONS : Ms G Khomo Tel No: (031) 366 2331
: Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN4@Labour.gov.za

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

POST 30/28 : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/08/06**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Labour Centre: Rustenburg
: Three years (3) tertiary qualification in Public Management/ Business Management/ Public/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. 2 years' functional experience in a claims/ medical processing environment. Knowledge: Compensation Fund policies, procedures and business process. Public Service Regulation. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. COID Tariffs. Public Service Charter. Approved Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations. Skills: Planning and Organising. Problem Solving. Analytical. Decision Making. Communication (written and verbal). Computer literacy. Interpersonal Relationship. Good client relations and Innovation.

DUTIES : Adjudicate registered fatal claims per delegation's requirements. Verify and refer complex claims to Medical Services for further adjudication. Authorise compensation benefits as per delegations. Handle complex enquiries and advocacy sessions. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr. MO Maluleke Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho or Email: Jobs-NW5@labour.gov.za

POST 30/29 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/24**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Vryheid Labour Centre
: Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field ie, Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation

- skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr F Dladla Tel No: (034) 980 8916
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. or Email to Jobs-KZN1@labour.gov.za
Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 30/30** : **SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR 4/4/4/08/07**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
Provincial Office Gauteng
Undergraduate qualification in Business Administration /Management, Public Administration / Public Relations / Social Science / Accounting / Finance / HRM / Records Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment of UIF or Insurance claims. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal & written), Computer Literacy, Problem Solving and Planning and Organizing.
- DUTIES** : Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human Financial Equipment/ Assets) in the section.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr PP Godongwana Tel No: (011) 853 0500
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za
Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- POST 30/31** : **SENIOR PRACTITIONER: ACCOUNTS PAYABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/08/08**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
Provincial Office Gauteng
Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' functional experience in accounts payable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA)., Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy, Planning and Organizing. DUTIES: Provide support in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts. Implement the daily payment run. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
- ENQUIRIES** : Mr PP Godongwana Tel No: (011) 853 5059

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za

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

POST 30/32 : **TECHNICAL ASSISTANT: MHI & EXPLOSIVES REF NO: HR4/24/07/01HO**

SALARY : R376 413 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Bio/Analytical Chemistry/ Chemical Engineering. Valid driver's licence No experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service and Regulations, OHS Act and Regulations, OHSAS, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Occupational Health and Safety policies to ensure implementation of strategies to the Department of Employment and Labour. Support technical research on Occupational Health and Safety trends and benchmarking. Provide technical assistance in the evaluation of applications for entities regularly as per OHS programme. Provide administrative support to ensure that the objectives of the directorate are fulfilled.

ENQUIRIES : Mr R Aphane Tel No: (012) 309 4724

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ3@labour.gov.za

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

POST 30/33 : **TECHNICAL ASSISTANT: MECHANICAL ENGINEERING REF NO HR4/24/07/02HO**

SALARY : R376 413 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Valid driver's licence No experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service and Regulations, OHS Act and Regulations, OHSAS, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Occupational Health and Safety policies to ensure implementation of strategies to the Department of Employment and Labour. Support technical research on Occupational Health and Safety trends and benchmarking. Provide technical assistance in the evaluation of applications for entities regularly as per OHS programme. Provide administrative support to ensure that the objectives of the directorate are fulfilled.

ENQUIRIES : Ms M Sathekge Tel No: (012) 309 4384

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za

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

POST 30/34 : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/198**

SALARY : R376 413 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ B. Com Law/ LLB/ Internal Audit. A valid driver's licence. Two (2) years functional experience in Auditing and /Financial Management. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

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

ENQUIRIES : Ms. TE Maluleke Tel No: (015) 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za

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

POST 30/35 : **OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/6/200**

SALARY : R376 413 per annum

CENTRE : Labour Centre: Tzaneen

REQUIREMENTS : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Mechanical Engineering/Mechatronic Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant Labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms TE Maluleke Tel No: (015) 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email address: Job-TZN@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane.

POST 30/36 : **OHS INSPECTOR REF NO: HR4/4/7/170**

SALARY : R376 413 per annum

CENTRE : Labour Centre: Secunda

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, 36 Regulations and incorporated Standards. To confirm registration of with the

Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms R Masilo Tel No: (017) 631 2585
 : Deputy Director: Labour Centre Operations, Private Bag X9057 Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda. Email: Jobs-MP@labour.gov.za

POST 30/37 : **SENIOR PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1SPEPM/UIF**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
 : Unemployment Insurance Fund, Pretoria
 : Three (3) years' tertiary qualification (NQF Level 6) in Human Resource Management/ Public Administration / Public Management / Management of training/ Industrial and Organisation Psychology. Two (2) years functional experience in a Performance Management environment. Knowledge: Human Resource Management. Basic Conditions of Employment Act (BCEA). Performance Management System (PMS). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA), Performance Management Development System (PMDS). PERSAL. Skills: Presentation. Time Management. Communication. Computer Literacy (ie. MS Word, Excel and/or PowerPoint). Financial Management. Planning and Organising. Project Management.

DUTIES : Provide administrative support and ensure correct implementation of the performance management and Development System (PMDS) within the Fund. Provide support to the Fund's performance management structures. Administer and Maintain PMDS database. Provide Performance Management and Development System advice and guidance. Supervise resources (human, finance, equipment/ assets).

ENQUIRIES APPLICATIONS : Mr LJ Madisha Tel No: (012) 337 1797
 : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF5@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
 : African Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.

POST 30/38 : **UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/190**

SALARY CENTRE REQUIREMENTS : R308 154per annum
 : Provincial Office: Limpopo
 : Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, and Research.

DUTIES : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer noncomplying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.

ENQUIRIES : Ms GJ Matlhakoane Tel No: (015) 290 1665

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za

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

POST 30/39 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: HR 5/1/2/3/152**

SALARY : R308 154 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Financial Management/Auditing. 1 Year functional experience in Financial Management/Auditing. Knowledge: Financial Technical Knowledge. Financial Management. Monitoring and Evaluation platform. Generally Recognised Accounting Principles (GRAP). Generally accepted Accounting Principles. Dol and Compensation Fund Regulations, policies and procedures. Legislative Requirement: COIDA Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA). White paper on the transformation of public services. Skills: Strong analytical skills. Budgeting and Financial Management. People and Performance Management. Conflict management. Planning and organising. Problem solving. Risk Management. Time management.

DUTIES : Conduct analysis related to the financial misconduct. Conduct analysis of losses and claims. Check compliance in relation to financial controls.

ENQUIRIES : Ms L Monene at (071) 677 0279
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/40 : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/153**

SALARY : R308 154 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting/Auditing. 1-year functional experience in income management (debt collection) environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer services principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal controls. COIDA. Legislative Requirement: Public Finance Management Act (PFMA). National Treasury Regulations. Promotion of Access to Information Act Skills: Technical proficiency. Communication (verbal and written). Client orientation and customer focus. People and Performance Management. Problem solving and analysis. Interpersonal. Planning and organizing. Analytic thinking.

DUTIES : Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of staff.

ENQUIRIES : Ms A Mbande Tel No: (012) 406 5723
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF15@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/41 : **EMPLOYER AUDITOR OFFICER REF NO: HR4/4/08/07 (X6 POSTS)**

SALARY : R308 154 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures.

Batho Pele Principles. Public Service Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. LRA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation. Planning and Organising. Computer Literacy. Interpersonal. Problem Solving. interviewing skills. Communication Written and Verbal. Innovative. Analytical. Research and Project Management.

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

ENQUIRIES APPLICATIONS : Mr. MO Maluleke Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@Labour.gov.za

POST 30/42 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/4/08/14 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum
: Provincial Office: Braamfontein
: Three (3) Year tertiary qualifications in Labour Relations LLB/ BCOM Law/ Internal Audit. 1 Year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.

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

ENQUIRIES APPLICATIONS : Adv M Msiza Tel No: (012) 309 5207
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein. Email: Jobs-GP3@labour.gov.za

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

POST 30/43 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/897**

SALARY CENTRE REQUIREMENTS : R308 154 per annum
: Provincial Office: Free State
: Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce/ LLB/ Internal Auditing. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

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

ENQUIRIES APPLICATIONS : Mr. R Cornelissen Tel No: (051) 505 6263
: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za

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

POST 30/44 : **CLAIMS ASSESSOR REF NO: HR4/4/08/08**

SALARY : R308 154 per annum

<u>CENTRE</u>	:	Labour Centre: Rustenburg
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and functions. Compensation Fund Value chain and processes. Relevant Fund policies and procedures. Customer Services (Batho Pele Principles). COID Tariffs. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund operating system. Data Capturing. Data and Record Management. Telephone skills and Etiquette. Planning and Organising. Analytical thinking. Problem solving and decision making.
<u>DUTIES</u>	:	Administer of claims registration process. Adjudicate registered claims. Quality Assurance for medical accounts payments. Render Administrative duties. Serve as a Team Leader/Supervisor.
<u>ENQUIRIES</u>	:	Mr. MO Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW7@labour.gov.za
<u>POST 30/45</u>	:	<u>ADMINISTRATIVE OFFICER: CLAIMS ASSESSOR (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/08/09 (X1 Post) Labour Centre: Germiston, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/08/10 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Public Administration/ Business Management/ Business Administration/Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management / Production Management/ Auditing/ HRM / Nursing. One-year functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation Fund policies, procedures and business process, Public Service Act and Regulations, Customer Service (Batho Pele Principles, COID tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act PFMA and Treasury Regulations, The Constitution of RSA, COID, Occupational Health and Safety Act (OHS), Skills: Planning and organising, problem solving, analytical, decision making, communication (written and verbal) computer literacy, good client relations, interpersonal relationship, data and records management.
<u>DUTIES</u>	:	Adjudicate registered claims as per delegations' requirements. Prepare complex claims. Coordinate, capture and approve compensation benefits. Handle claims enquiries and advocacy sessions. Supervision of staff.
<u>ENQUIRIES</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.77 De Korte Street, Braamfontein. Email: Jobs-GP1@labour.gov.za
<u>POST 30/46</u>	:	<u>COID EMPLOYER AUDITOR REF NO: HR4/4/8/83</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification within Financial Accounting / BCOM Accounting / Accounting /LLB / BCOM Law / BCOM in Commerce. No experience required. Valid Driver's Licence. Knowledge: Departmental policies and procedures. OHS Act and Regulations. Batho Pele principles. Compensation of Occupational and Injury Disease Act (COIDA). Unemployment Insurance Act. Public Finance Management Act (PFMA). UI Contribution Act. Skills: Facilitation. Planning and organizing. Communication written and Verbal. Interpersonal. Computer literacy. Innovative and creative.
<u>DUTIES</u>	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
<u>ENQUIRIES</u>	:	Mr I Vass Tel No: (053) 838 1563

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 30/47 : **MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3) (X2 POSTS)**

SALARY : Grade 1: R307 473 – R362 187 per annum, (OSD)
Grade 2: R375 480 – R442 296 per annum, (OSD)
Grade 3: R451 533 - R578 826 per annum, (OSD)

CENTRE : Labour Centre: Klerksdorp Ref No. HR4/4/08/03 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/08/04 (X1 Post)

REQUIREMENTS : 4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and National Treasury Regulations. Public Service Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Data Capturing. Data and record management. Telephone Skills and Etiquette.

DUTIES : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD medical accounts.

ENQUIRIES : Mr. MO Maluleke Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW3@labour.gov.za

POST 30/48 : **MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) (GRADE 1-3) REF NO: HR4/4/08/05**

SALARY : Grade 1: R307 473 – R362 187 per annum, (OSD)
Grade 2: R375 480 – R442 296 per annum, (OSD)
Grade 3: R451 533 - R578 826 per annum, (OSD)

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : 4 years' degree/ 3 years' diploma in Nursing. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Driver's Licence is required. **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an added advantage. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and national Treasury Regulations. Public Service Act. Skills: Rehabilitation. Analytical. Business. Financial management. Knowledge Management. Planning and Organizing. Problem solving and Analysis. Decision Making. Client Orientation and Customer Focus.

- DUTIES** : Coordinate early rehabilitation interventions according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries' needs. Facilitate early to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.
- ENQUIRIES** : Mr MO Maluleke Tel: (018) 387 8100
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@labour.gov.za
- POST 30/49** : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR (X12 POSTS)**
- SALARY** : R255 450 per annum
- CENTRE** : Labour Centre: Kimberley Ref No: HR 4/4/8/90 (X1 Post)
Labour Centre: Randburg stationed at Delta Building, (Pretoria) Ref No: HR 4/4/08/11 (X4 Posts)
Labour Centre: Johannesburg Ref No: HR 4/4/08/12 (X4 Posts)
Labour Centre: Secunda Ref No: HR 4/4/7/17 (X1 Post)
Labour Centre: Mbombela Ref No: HR 4/4/7/18 (X2 Posts)
- REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. Experience in Claim Processing environment will be an added advantage. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and Performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge, Promotion of Access to Information Act, POPIA. Skills: Computer Literacy, Business Writing Skills, Critical Thinking, Report Writing, Communication, (Written and verbal), Emotional Intelligence, Conflict Resolution, Problem Solving, Data and Records Management, Customer Service. Behavioural Attributes: Honesty, Confidentiality, Organizational Goal Driven, Work ethic and self-management, Accountability and responsibility, Assertiveness, Flexibility, Team Work.
- DUTIES** : Register and acknowledge claims. Prepare compensation benefits, Handle claim enquiries. Render administration activities.
- ENQUIRIES** : Ms. S Mbeke Tel No: (053) 838 1580
Dr V Mabudusha Tel No: (012) 319 1933
Ms JP Thwala Tel No: (013) 753 2844 (Mbombela Labour Centre)
Ms R Masilo Tel No: (017) 631 2585 (Secunda Labour Centre)
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@Labour.gov.za. For Attention: Sub-directorate: Deputy Director: Human Resources Management.
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein or Email: Jobs-GP1@labour.gov.za. For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
Acting Deputy Director Labour Centre Operations: Private Bag X11298, 1200 Mbombela or hand deliver at Standard Bank Building, 29 Brown Street, Mbombela or Email: Jobs-MP@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X9057, 2302 Secunda or hand deliver at hand deliver at 4 Waterson Street, Sunset park, Secunda or Email: Jobs-MP@labour.gov.za
- POST 30/50** : **CLIENT SERVICE OFFICER: COID (X2 POSTS)**
- SALARY** : R255 450 per annum
- CENTRE** : Klerksdorp Labour Centre Ref No: HR4/4/08/12 (X1 Post)
Mbombela Labour Centre Ref No: HR4/4/7/9 (X1 Post)
- REQUIREMENTS** : Matriculation/ Grade 12/National Senior Certificate. Knowledge: Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele principles) Skills: Computer Literacy. Business Writing Skills. Listening skills. Telephone etiquette and Basic Interpersonal skills.

- DUTIES** : Receive and Verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all services related queries complaints.
- ENQUIRIES** : Mr. MO Maluleke Tel No: (018) 387 8100 (Klerksdorp)
Ms JP Thwala Tel No: (013) 753 2844 (Mbombela)
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW9@labour.gov.za
Acting Deputy Director Labour Centre Operations: Private Bag X11298 Standard Ban Building, 29 Brown Street, Nelspruit. Jobs-MP@labour.gov.za
- POST 30/51** : **UI CLIENT SERVICE OFFICER (X19 POSTS)**
- SALARY CENTRE** : R255 450 per annum
Ficksburg Labour Centre Ref No: HR 4/4/8/899 (X3 Posts)
Harrismith Labour Centre Ref No: HR 4/4/8/900 (X2 Posts)
Kroonstad Labour Centre Ref No: HR 4/4/8/901(X1 Post)
Petrusburg Labour Centre Ref No: HR 4/4/8/902 (X5 Posts)
Phuthaditjhaba Labour Centre Ref No: HR 4/4/8/903 (X1 Post)
Zastron Labour Centre Ref No: HR 4/4/8/904 (X4 Posts)
Sasolburg Labour Centre Ref No: HR 4/4/8/905 (X3 Posts)
- REQUIREMENTS** : Grade 12; no experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system).
- DUTIES** : Provide screening services, Process applications for UIF benefits, Register payment continuation forms, Provide administrative functions.
- ENQUIRIES** : Ms M Mabuda-Raudzingana Tel No: (051) 505 6276 Ficksburg
Ms T Mvelase Tel No: (058) 623 2977 Harrismith
Mr S Malope Tel No: (056) 215 1812 Kroonstad
Mr D Namane Tel No: (053) 574 0932 Petrusburg
Mr A Kutuka Tel No: (058) 7130 373 Phuthaditjhaba
Mr C Van Niekerk Tel No: (051) 673 1471 Zastron
Ms M Lelope Tel No: (016) 970 3200 Sasolburg
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 30/52** : **UI CLAIMS OFFICER (X9 POSTS)**
- SALARY CENTRE** : R255 450 per annum
Labour Centre: Kempton Park Ref No: HR 4/4/4/08/01 (X1 Post)
Labour Centre: Mamelodi Ref No: HR 4/4/4/08/02 (X1 Post)
Labour Centre: Boksburg Ref No: HR 4/4/4/08/03 (X1 Post)
Provincial Office Gauteng Ref No: HR 4/4/4/08/04 (X1 Post)
Labour Centre: Durban Ref No: HR4/4/5/05(X1 Post)
Labour Centre: Klerksdorp Ref No. HR4/4/08/09 (X1 Post)
Labour Centre: Mafikeng Ref No. HR4/4/08/10 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/08/11 (X1 Post)
Provincial Office: Mpumalanga -stationed at Standerton Labour Centre Ref No: HR 4/4/7/13 (X1 Post)
- REQUIREMENTS** : National Senior Certificate (Grade 12)/ Matriculation. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
- DUTIES** : Receive and assess all the UI Claims on the relevant system in line with the Standard Operating Procedure (SOP). Register all employers and verify the

declarations of employees as per the relevant prescripts. Execute all payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

- ENQUIRIES** : Mr PP Godongwana Tel No: (011) 853 5059
Mr SA Mchunu Tel No: (031) 331 1500
Mr I Ledwaba Tel No: (017) 712 1351
Mr MO Maluleke Tel No: (018) 387 8100
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za. For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
Deputy Director: Durban Labour Centre, Beneficiary Services, PO Box 10074, Durban 4001 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001 or E-mail to Jobs-KZN2@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
Deputy Director: Labour Centre Operations, Private Bag X2001 Standerton 2430 or hand deliver at: 14C Vry Street Standerton 2430. Jobs-MP@labour.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW8@labour.gov.za
- POST 30/53** : **RECORDS ADMINISTRATOR (X4 POSTS)**
- SALARY CENTRE** : R255 450 per annum
: Provincial Office Gauteng Ref No: HR 4/4/4/08/05 (X3 Posts)
: Provincial Office, Gauteng but stationed at Sebokeng Labour Centre Ref No: HR 4/4/4/08/06 (X1 Post)
- REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
- DUTIES** : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
- ENQUIRIES APPLICATIONS** : Mr PP Godongwana Tel No: (011) 853 5059
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za
: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- FOR ATTENTION** :
- POST 30/54** : **UI CLAIMS CREDIT OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/5/22**
- SALARY CENTRE** : R255 450 per annum
: Provincial Office: KZN
- REQUIREMENTS** : Grade 12/ Senior Certificate. Experience 0 – 6 months. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial System, Department Policies and Procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial management, Communication (verbal & writing), Computer Literacy, Time management, Analytical, Numeracy, Interpersonal.
- DUTIES** : Collect outstanding Overpayments Balance, Keep all overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
- ENQUIRIES APPLICATIONS** : Ms G Khomo Tel No: (031) 366 2331
: Deputy Director: Provision Operations: PO Box 940, DURBAN, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN5@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 30/55 : **SENIOR ACCOUNTING CLERK: CLAIMS CREDITORS REF NO: HR4/4/3/1SACCC/UIF**

SALARY : R255 450 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Generally recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Relevant Financial Systems. Skills: Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Emotional Intelligent. Financial Management.

DUTIES : Administer the payment of approved benefit vouchers. Process approved maintenance court order payments. Reconcile claims control account. Verify the Account Verification Services (AVS) report against Service Provider's Invoice.

ENQUIRIES : Mr N Ndlovu Tel No: (012) 337 1457
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF6@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.

POST 30/56 : **ADMIN CLERK: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1ACEPM/UIF**

SALARY : R216 417 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12 Certificate or equivalent. No previous experience required. Knowledge: Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Minutes writing. Report writing. Computer Literacy. Communication. Planning and Organizing.

DUTIES : Render general clerical support services. Provide personnel administration clerical support services. Provide supply chain clerical. Provide financial administration support services.

ENQUIRIES : Mr LJ Madisha Tel No: (012) 337 1797
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Males, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 30/57 : **SECURITY OFFICER REF NO: HR 5/1/2/3/155**

SALARY : R183 279 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Matric (NQF4). Private Security Industry Regulatory Authority Grade C. PSIRA Qualification Grade C is required. 1-2-year Security industry experience. Knowledge: DoI and Compensation Fund objectives and business functions. Fund values. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Stakeholder and customer. Customer Service (Batho Pele Principles). Fund values. Batho Pele Principles. Legislative Requirement: Public Service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum Physical Security Standard. Private Security Industry Regulation Act. Public Finance Management Act. Skills: Interpersonal. Organising. Communication. Problem solving. Presentation. Computer Literacy. Telephone Skills and Etiquette.

DUTIES : Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to patrolling procedure.

ENQUIRIES : Ms MS Mabaswa Tel: (066) 247 7708

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF23@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 30/58 : **CLEANER: MAINTENANCE MANAGEMENT REF NO: HR4/4/3/1CMM/UIF**

SALARY : R155 148 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Abet. No experience required. Knowledge: Cleaning Procedures. General Hygiene Practices. Batho Pele Principles. Cleaning Products and Applications. Skills: Planning. Communications (verbal and written). Listening.

DUTIES : Provide cleaning services (offices, corridors, elevators and boardrooms etc.). Provide general kitchen cleaning services. Clean restrooms and maintain tidiness. Keep and maintain cleaning materials and equipment's.

ENQUIRIES : Ms HT Masemola Tel No: (012) 337 1502

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. email: Jobs-UIF8@labour.gov.za

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

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

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 09 September 2024
- NOTE** : All short-listed 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 for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 30/59** : **DIRECTOR: AFFORDABLE MEDICINE REF NO: NDOH 39/2024**
Directorate: Affordable Medicine
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's degree (NQF 7) in Pharmacy or equivalent NQF 7 qualification in Pharmacy. A post graduate qualification in the relevant field will be an advantage. At least five (5) years' experience in the middle management position. Experience should include Financial and HR Management, policy development and analysis, preparation of legislation and monitoring and evaluations. Extensive knowledge of relevant national regulations and policies within pharmaceutical industry as well as the Health Act, PFMA and Procurement policies. Extensive knowledge of human resources, Public Service Act and Public Service Regulation. Extensive knowledge of strategies regarding the pharmaceutical industry and procurement of pharmaceutical products and technologies. Good communication (verbal and written), leadership, analytical, problem solving,

- facilitation, monitoring and evaluation, research and computer skills (MS Office package). Ability work independently and as team player. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Governance, policy and oversight over pharmaceutical services and public sector medicine supply chain. Manage the National Pharmaceutical Services Committee that reports to the Technical National Health Council Committee. Ensure the management of essential medicines to promote access to quality medicines that are safe and cost effective. Manage all aspects of review of Essential Medicines List (EML) for different levels of care. Manage the contracting and supply of medicines. Implement strategies to ensure medicine availability. Implement the antimicrobial resistance strategy. Support the implementation of medicine information systems and manage information to provide data to the National Surveillance Centre. Manage the budget allocated to develop and roll-out new health information systems in preparation for NHI. Manage the licensing of pharmaceutical premises and authorized prescribers to dispense medicines. Management of risk and audit queries. Develop and implement risk management plan.
- ENQUIRIES** : Ms K Jamaloodien Tel No: (012) 395 8130
- NOTE** : African, Coloured, Indian and White Males as well as Persons with disabilities are encouraged to apply.

OTHER POST

- POST 30/60** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH REF NO: NDOH 40/2024**
Directorate: Environmental Health
- SALARY** : R990 945 per annum, (OSD), an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF level 7 qualification in Environmental Health. Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner and in good standing. At least three years' experience in Environmental Health at supervisory/management preferably as an Assistant Director, or junior management level. Experience in policy making and guideline development. Knowledge of related legislation applicable to environmental management, water, sanitation and hygiene. Knowledge on related norms, standards, strategies, policies and international commitments. Knowledge on project management and stakeholder management. Good communication (verbal and written), interpersonal, planning, organizing, analytical, project management, conflict management, problem solving, decision making and computer skills (MS Office packages). A valid driver's license.
- DUTIES** : Ensure compliance of the Department to the requirement of the National Environmental Management Act, 107 of 1998. Develop an Environmental Management Plan (EMP) for the department and review it every five (5) years. Develop an environmental management strategy for the health sector. Develop and revise waste related policies, strategies, guidelines and norms and standards. Conduct stakeholder engagements and consultation on drafted policies, legislation and strategies. Coordinate the water, sanitation and hygiene implementation programmes. Facilitate the development of the country hygiene roadmap and ensure the implementation of global hygiene commitments and strategies. Manage the Sub-Directorate.
- ENQUIRIES** : Ms B Makhafola Tel No: (012) 395 8527
- NOTE** : Coloured and White communities as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426/ Ms T Gumede Tel No: (012) 406 7567
- CLOSING DATE** : 13 September 2024
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process. The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

OTHER POSTS

- POST 30/61** : **PARLIAMENTARY AND CABINET SUPPORT**
Office of the Minister: Minerals and Petroleum Resources
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office
: National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years relevant experience with Driver's licence Plus the following key competencies: Knowledge of: Ministry Operations, Working

knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts, Mineral and Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment01@dmre.gov.za

POST 30/62 : **PARLIAMENTARY AND CABINET SUPPORT**
Office of the Minister: Electricity and Energy

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office

: National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa , Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Mineral and Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment02@dmre.gov.za

POST 30/63 : **ADMINISTRATIVE SUPPORT AND COORDINATION**
Office of the Minister: Minerals and Petroleum Resources

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office

: National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority

the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment03@dmre.gov.za

POST 30/64 : **ADMINISTRATIVE SUPPORT AND COORDINATION**
Office of the Minister: Electricity and Energy

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role-players about matters relating to the portfolio of the executive authority the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment04@dmre.gov.za

POST 30/65 : **DRIVER**
Office of the Minister: Minerals and Petroleum Resources

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office
REQUIREMENTS : Grade 10 (NQF level 3) no experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment05@dmre.gov.za

POST 30/66 : **DRIVER**
Office of the Deputy Minister: Minerals and Petroleum Resources

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office
REQUIREMENTS : Grade 10 (NQF level 3) no experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written

communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment05@dmre.gov.za

POST 30/67 : **DRIVER**
Office of the Minister: Electricity and Energy

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Head Office
: Grade 10 (NQF level 3) no experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment06@dmre.gov.za

POST 30/68 : **DRIVER**
Office of the Deputy Minister: Electricity and Energy

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Head Office
: Grade 10 (NQF level 3) no experience with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment06@dmre.gov.za

POST 30/69 : **FOOD AID SERVICE**
Office of the Minister: Minerals and Petroleum Resources

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
: Head Office
: ABET 2 (NQF level 1) with no experience. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : 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.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment07@dmre.gov.za

POST 30/70 : **FOOD AID SERVICES (X1 POST)**
Office of the Deputy Minister: Minerals and Petroleum Resources

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with no experience. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : 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.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment07@dmre.gov.za

POST 30/71 : **FOOD AID SERVICES**
Office of the Minister: Electricity and Energy

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with minimum of no experience. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : 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.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment08@dmre.gov.za

POST 30/72 : **FOOD AID SERVICES**
Office of the Deputy Minister: Electricity and Energy

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with minimum of no experience. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : 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.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment08@dmre.gov.za

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** : 09 September 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). 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. Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. 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 acknowledgment 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. 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.
- ERRATUM:** The post of Senior Public Prosecutor advertised in Public Service Vacancy Circular 28 of 02 August 2024 with Ref No: Recruit 2024/26 is hereby withdrawn.

OTHER POSTS

- POST 30/73** : **SENIOR STATE ADVOCATE**
National Prosecutions Service
- SALARY CENTRE** : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: DPP: Mthatha Ref No: Recruit 2024/91
: DPP: Mpumalanga (Mbombela) Ref No: Recruit 2024/110 (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. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in Ms Office. The incumbent will be required to travel within the region. A valid driver's licence.
<u>DUTIES</u>	:	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. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/ Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/ SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669 DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	DPP: Mthatha e mail Recruit202491@npa.gov.za DPP: Mpumalanga Recruit2024110@npa.gov.za
<u>POST 30/74</u>	:	<u>SENIOR STATE ADVOCATE (STU) REF NO: RECRUIT 2024/92</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	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. Six (6) years relevant criminal court work experience in advocacy and drafting. 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 regarding tax and commercial crimes, fraud, theft and other common law/ statutory offences relating to tax evasion is essential. Knowledge of the following legislations Income Tax Act No. 58 of 1962, VAT Act No. 89 of 1991, Tax Administration Act No. 28 of 2011, Customs and Excise Act No. 91 of 1964, Prevention of Organised Crime Act No. 121 of 1998. Extensive knowledge of all laws and legislations applicable in prosecution of complex matters and commercial crimes, e.g. (company law, insolvency law and control exchange regulations). Proficiency in prosecuting, competency in guiding investigations in complex matters, including, drafting of charge sheets, indictments and court documents. Dealing with representations and conducting motion proceedings. Good advocacy, well-developed skills in legal research and legal drafting skills. Advanced computer literacy. The ability to act independently without supervision. Excellent administrative interpersonal skills.
<u>DUTIES</u>	:	Deal with tax related representations submitted to the NDPP and/or DNDPP and advise him/her by making recommendations on the outcome thereof. Attend to other general prosecutions related representations submitted to the NDPP or DNDPP where necessary. Perform other tax related 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 Advocates and stakeholders on tax related matters. Assist in the keeping of proper records in relation to the STU matters and assist in compiling tax related reports where necessary. Assist with all MOU related queries. Mentor, train and quality check the memoranda submitted by the DPP Offices to the Head of NPS. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in relation to tax matters.

ENQUIRIES APPLICATIONS : Gija Maswanganyi Tel No: (012) 845 6944
: e mail Recruit202492@npa.gov.za

POST 30/75 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/93**
National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: DPP: Mthatha (OCC)
: 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. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Knowledge of the POCA, racketeering, and ability to prosecute those cases, etc. Knowledge of civil and/or criminal procedure. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. The incumbent will be required to travel within the region. 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 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 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. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/ Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/ SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Tulisa Sibindlana Tel No: (047) 501 2669
: e mail Recruit202493@npa.gov.za

POST 30/76 : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY CENTRE : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Port Elizabeth Ref No: Recruit 2024/94
: Port Elizabeth (East London) Ref No: Recruit 2024/95 (X2 Posts)
: Bloemfontein Ref No: Recruit 2024/96
: Kimberley Ref No: Recruit 2024/97
: Pretoria Ref No: Recruit 2024/220

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. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. 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. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : East London & Port Elizabeth: Nosiseko Dome Mabaleka Tel No: (012) 842 1465

Pretoria: Bontle Bareng Tel No: (012) 401 9421
Bloemfontein: Lemmer Ludwick Tel No: (051) 410 6001
Kimberley: Nicholas Mogonwa Tel No: (053) 807 4539

APPLICATIONS : Port Elizabeth: e mail Recruit202494@npa.gov.za
Port Elizabeth (East London): e mail Recruit202495@npa.gov.za
Bloemfontein: e mail Recruit202496@npa.gov.za
Kimberley: e mail Recruit202497@npa.gov.za
Pretoria: e mail Recruit2024220@npa.gov.za

POST 30/77 : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit

SALARY CENTRE : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Nelspruit Ref No: Recruit 2024/98
Polokwane Ref No: Recruit 2024/99
Mmabatho Ref No: Recruit 2024/100 (X2 Posts)
Bloemfontein Ref No: Recruit 2024/101
Kimberley Ref No: Recruit 2024/102
Johannesburg Ref No: Recruit 2024/103 (X2 Posts)
Port Elizabeth (Gqeberha) Ref No: Recruit 2024/104
Pretoria Ref No: Recruit 2024/105

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.

DUTIES : Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving, and analysing reports and making recommendations to the unit.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
: Nelspruit: e mail Recruit202498@npa.gov.za
Polokwane: e mail Recruit202499@npa.gov.za
Mmabatho: e mail Recruit2024100@npa.gov.za
Bloemfontein: e mail Recruit2024101@npa.gov.za
Kimberley: e mail Recruit2024102@npa.gov.za
Johannesburg: e mail Recruit2024103@npa.gov.za
Port Elizabeth (Gqeberha): e mail Recruit2024104@npa.gov.za
Pretoria: e mail Recruit2024105@npa.gov.za

POST 30/78 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/ 215**
Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Polokwane
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently,

Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, and PowerPoint. Willing to travel and work extended hours. Ability to do legal research.

DUTIES : Civil litigation on behalf of the State regarding all aspects of the freezing of property and obtaining final forfeiture/ confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2024215@npa.gov.za

POST 30/79 : **SENIOR STATE ADVOCATE**
 National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
CENTRE : DPP: Cape Town Ref No: Recruit 2024/106 (X3 posts) (X1 Re-advert)
 DDPP: Bhisho Ref No: Recruit 2024/107 (X2 Posts)
 DPP: Bloemfontein Ref No: Recruit 2024/108 (X3 Posts)
 DPP: Pietermaritzburg Ref No: Recruit 2024/229 (X3 Posts) (X1 Re-advert)
 DDPP: Durban Ref No: Recruit 2024/234

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: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
 DDPP: Bhisho Talita Raga Tel No: 040 608 6800
 DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
 DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
 DDPP: Durban Mzwandile Vilakazi Tel No: (031) 334 5021

APPLICATIONS : DPP: Cape Town e mail Recruit2024106@npa.gov.za
 DDPP: Bhisho e mail Recruit2024107@npa.gov.za
 DPP: Bloemfontein e mail Recruit2024108@npa.gov.za
 DPP: Pietermaritzburg e mail Recruit2024229@npa.gov.za
 DDPP: Durban e mail Recruit2024234@npa.gov.za

POST 30/80 : **SENIOR STATE ADVOCATE**
 National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
CENTRE : DPP: Cape Town (OCC) Ref No: Recruit 2024/109 (X2 Posts) (X1 Re-advert)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Five 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. 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. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail Recruit2024109@npa.gov.za

POST 30/81 : **SENIOR STATE ADVOCATE**
Sexual Offences and Community Affairs

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
CENTRE : Kwa Zulu-Natal (Pietermaritzburg) Ref No: Recruit 2024/111
North-West (Mmabatho) Ref No: Recruit 2024/112
Mpumalanga (Nelspruit) Ref No: Recruit 2024/113
Limpopo (Polokwane) Ref No: Recruit 2024/221
Northern Cape (Kimberley) Ref No: Recruit 2024/114

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight 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. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Planning and organising skills. Good administrative skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA unit mandate. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Valid driver's licence.

DUTIES : Manage the portfolios assigned by the Deputy Director of Public Prosecutions. Manage, train and guide SOCA cluster managers, Prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to the SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate, and participate in public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate, and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to the SOCA mandate, representations and to make and review decisions regarding the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director or Deputy Director of Public Prosecutions. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems necessary. Ensure that a high standard of professional

		work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.
<u>ENQUIRIES</u>	:	Pietermaritzburg Adv. Omashani Naidoo Tel No: (013) 334 5192 Mmabatho Adv. Joseph Phelane Tel No: (018) 381 9053 Nelspruit Adv. Christa du Plessis Tel No: (013) 045 0652 Polokwane Adv. Patamedi Mogale Tel No: (015) 045 0292 Kimberley Adv. Mooketsi Molaudi Tel No: (053) 807 4546
<u>APPLICATIONS</u>	:	Kwa Zulu-Natal (Pietermaritzburg): e mail Recruit2024111@npa.gov.za North-West (Mmabatho): e mail Recruit2024112@npa.gov.za Mpumalanga (Nelspruit): e mail Recruit2024113@npa.gov.za Limpopo (Polokwane): e mail Recruit2024221@npa.gov.za Northern Cape (Kimberley): e mail Recruit2024114@npa.gov.za
<u>POST 30/82</u>	:	<u>SENIOR STATE ADVOCATE (PROVINCIAL MANAGER)</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE</u>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package) Gauteng North (Pretoria) Ref No: Recruit 2024/115 Free State (Bloemfontein) Ref No: Recruit 2024/116
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight 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. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Planning and organising skills. Good administrative skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA unit mandate. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Valid driver's licence.
<u>DUTIES</u>	:	Manage the portfolios assigned by the Deputy Director of Public Prosecutions. Manage, train and guide SOCA cluster managers, Prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to the SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate, and participate in public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate, and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to the SOCA mandate, representations and to make and review decisions regarding the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director or Deputy Director of Public Prosecutions. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems necessary. Ensure that a high standard of professional work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.
<u>ENQUIRIES</u>	:	Gauteng North (Pretoria) Adv. Vuyokazi Ketelo Tel No: (012) 845 6165 Free State (Bloemfontein) Adv. Ernst Van Rensburg Tel No: (051) 410 6044
<u>APPLICATIONS</u>	:	Gauteng North (Pretoria): e mail Recruit2024115@npa.gov.za

- POST 30/83** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/213 (X3 POSTS)**
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 Recruit2024213@npa.gov.za
- POST 30/84** : **SENIOR STATE ADVOCATE**
National Prosecution Service
- SALARY CENTRE REQUIREMENTS** : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Pretoria: Head office (OCC) Ref No: Recruit 2024/214
: DDPP: Durban (OCC) Ref No: Recruit 2024/235
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. 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. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required. Valid drivers licence.
- DUTIES** : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption 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. 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. Manage performance of Junior staff.
- ENQUIRIES APPLICATIONS** : Pretoria: Head office Glittering Hlophe Tel No: (012) 845 6336
: DDPP: Durban Mzwandile Vilakazi Tel No: (031) 334 5021
: Pretoria: Head office: e mail Recruit2024214@npa.gov.za
: DDPP: Durban: e mail Recruit2024235@npa.gov.za
- POST 30/85** : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTOR)**
National Prosecution Service
- SALARY CENTRE** : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: DPP: Mpumalanga Ref No: Recruit 2024/117
: DPP: Limpopo Ref No: Recruit 2024/215

- 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** : DPP: Mpumalanga Sello Dibakoane Tel No: (013) 045 0622
DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0285
- APPLICATIONS** : DPP: Mpumalanga: e mail Recruit2024117@npa.gov.za
DPP: Limpopo: Recruit2024215@npa.gov.za
- POST 30/86** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY CENTRE** : R1 132 806 – R1 762 857 per annum (CM-1), (Total cost package)
: CPP: Port Elizabeth Ref No: Recruit 2024/118
: CPP: George Ref No: Recruit 2024/119
: CPP: East London (Mdantsane) Ref No: Recruit 2024/120
: CPP: Welkom (Virginia) Ref No: Recruit 2024/121 (Re-advert)
: CPP: Upington Ref No: Recruit 2024/122
: CPP: Kimberley (Galeshewe) Ref No: Recruit 2024/123
: CPP: Kimberley Ref No: Recruit 2024/124
: CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2024/125
: CPP: Empangeni (Vryheid) Ref No: Recruit 2024/233
- 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>	:	<p>CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450</p> <p>CPP: George Thuso Damane Tel No: (021) 487 7129</p> <p>CPP: East London (Mdantsane) Talita Raga Tel No: (040) 608 6800</p> <p>CPP: Welkom (Virginia) Lemmer Ludwick Tel No: (051) 410 6001</p> <p>CPP: Upington & Kimberley Nicholas Mogongwa Tel No: (053) 807 4539</p> <p>CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: (018) 381 9041</p> <p>CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753</p>
<u>APPLICATIONS</u>	:	<p>CPP: Port Elizabeth: e mail Recruit2024118@npa.gov.za</p> <p>CPP: George: e mail Recruit2024119@npa.gov.za</p> <p>CPP: East London (Mdantsane): e mail Recruit2024120@npa.gov.za</p> <p>CPP: Welkom (Virginia): e mail Recruit2024121@npa.gov.za</p> <p>CPP: Upington: e mail Recruit2024122@npa.gov.za</p> <p>CPP: Kimberley (Galeshewe): e mail Recruit2024123@npa.gov.za</p> <p>CPP: Kimberley: e mail Recruit2024124@npa.gov.za</p> <p>CPP: Odi (Ga-Rankuwa): e mail Recruit2024125@npa.gov.za</p> <p>CPP: Empangeni: e mail Recruit2024233@npa.gov.za</p>
<u>POST 30/87</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R979 059 - R1 588 383 per annum (Level SU-3), (Total cost package)
	:	<p>CPP: Wynberg Ref No: Recruit 2024/126</p> <p>CPP: Cape Town Ref No: Recruit 2024/127</p> <p>CPP: Bellville (Blue Downs) Ref No: Recruit 2024/128</p> <p>CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2024/129</p> <p>CPP: Modimolle (Mahwelereng) Ref No: Recruit 2024/130</p>
<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>	:	<p>CPP: Wynberg Thuso Damane Tel No: (021) 487 7129</p> <p>CPP: Cape Town Bernadine Moses Tel No: (021) 487 7319</p> <p>CPP: Bellville (Blue Downs) Sonwabiso Mkwakwi Tel No: (021) 487 7234</p> <p>CPP: Bloemfontein (Phuthaditjhaba) Lemmer Ludwick Tel No: (051) 410 6001</p>

<u>APPLICATIONS</u>	: CPP: Modimolle (Mahwelereng) Thuba Thubakgale Tel No: (015) 045 0285 : CPP: Wynberg: e mail Recruit2024126@npa.gov.za : CPP: Cape Town: e mail Recruit2024127@npa.gov.za : CPP: Bellville (Blue Downs): e mail Recruit2024128@npa.gov.za : CPP: Bloemfontein (Phuthaditjhaba): e mail Recruit2024129@npa.gov.za : CPP: Modimolle (Mahwelereng): e mail Recruit2024130@npa.gov.za
<u>POST 30/88</u>	: <u>STATE ADVOCATE (OCC) REF NO: RECRUIT 2024/131</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) : DPP: Mpumalanga : 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 years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Tebogo Mashile Tel No: (013) 045 0686 : DPP Mpumalanga: e mail Recruit2024131@npa.gov.za
<u>POST 30/89</u>	: <u>STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) : Cape Town (George) Ref No: Recruit 2024/132 : Cape Town Ref No: Recruit 2024/133 : Mpumalanga Ref No: Recruit 2024/134 : Bloemfontein Ref No: Recruit 2024/135 : 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	:	Cape Town & George Xola Matembisa Tel No: (021) 944 6721 Mpumalanga Tebogo Mashile Tel No: (013) 045 0686 Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	Cape Town (George): e mail Recruit2024132@npa.gov.za Cape Town: e mail Recruit2024133@npa.gov.za Mpumalanga: e mail Recruit2024134@npa.gov.za Bloemfontein: e mail Recruit2024135@npa.gov.za
<u>POST 30/90</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2024/136 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) Port Elizabeth (East London) 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 grafting. 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. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<u>DUTIES</u>	:	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 appeals and reviews, attend to representations, prepare opinions and head 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Nosiseko Dome Mabaleka 012 842 1465 e mail Recruit2024136@npa.gov.za
<u>POST 30/91</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Mthatha Ref No: Recruit 2024/137 DPP: Cape Town Ref No: Recruit 2024/138 (X2 Posts) DDPP: Middelburg Ref No: Recruit 2024/139 (Re-advert) DPP: Mpumalanga Ref No: Recruit 2024/140 (X3 Posts) DDPP: Bhisho Ref No: Recruit 2024/141 DPP: Bloemfontein Ref No: Recruit 2024/142 (X4 Posts) DPP: Mmabatho Ref No: Recruit 2024/143 DPP: Grahamstown Ref No: Recruit 2024/144 (X2 Posts) DPP: Pietermaritzburg Ref No: Recruit 2024/230 (X4 Posts) DDPP: Durban Ref No: Recruit 2024/246
<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. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669 DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7144/7281 DDPP: Middelburg & DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686 DDPP: Bhisho Talita Raga Tel No: (040) 608 6800 DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041 DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 602 3000 DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 DDPP: Durban Mzwandile Vilakazi Tel No: (031) 334 5021
<u>APPLICATIONS</u>	:	DPP: Mthatha: e mail Recruit2024137@npa.gov.za DPP: Cape Town: e mail Recruit2024138@npa.gov.za DDPP: Middelburg: e mail Recruit2024139@npa.gov.za DPP: Mpumalanga: e mail Recruit2024140@npa.gov.za DDPP: Bhisho: e mail Recruit2024141@npa.gov.za DPP: Bloemfontein: e mail Recruit2024142@npa.gov.za DPP: Mmabatho: e mail Recruit2024143@npa.gov.za DPP: Grahamstown: e mail Recruit2024144@npa.gov.za DPP: Pietermaritzburg: e mail Recruit2024230@npa.gov.za DDPP: Durban: e mail Recruit2024246@npa.gov.za
<u>POST 30/92</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) CPP: Wynberg Ref No: Recruit 2024/145 CPP: Kimberley (De Aar) Ref No: Recruit 2024/146 CPP: Durban Ref No: Recruit 2024/248 CPP: Ntuzuma (Pinetown) Ref No: Recruit 2024/247
<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 in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.
<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 the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the

Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist in improving the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES

: CPP: Wynberg Thuso Damane Tel No: (021) 487 7129
: CPP: Kimberley (De Aar) Nicholas Mogongwa Tel No: (053) 807 4539
: CPP: Durban & CPP: Ntuzuma Phiyayinkosi Nhlengethwa Tel No: (031) 334 5003

APPLICATIONS

: CPP: Wynberg e mail Recruit2024145@npa.gov.za
: CPP: Kimberley (De Aar) e mail Recruit2024146@npa.gov.za
: CPP: Durban e mail Recruit2024248@npa.gov.za
: CPP: Ntuzuma (Pinetown) e mail Recruit2024247@npa.gov.za

POST 30/93

: **STATE ADVOCATE (STU)**
National Prosecutions Service

**SALARY
CENTRE
REQUIREMENTS**

: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
: DPP: Mthatha Ref No: Recruit 2024/147
: 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
APPLICATIONS**

: Tulusa Sibindlana Tel No: (047) 501 2669
: e mail Recruit2024147@npa.gov.za

POST 30/94

: **STATE ADVOCATE REF NO: RECRUIT 2024/148**
Legal Affairs Division
(Re-advert)

**SALARY
CENTRE
REQUIREMENTS**

: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
: Mmabatho
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) 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. 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. Valid driver's licence.

DUTIES : The successful candidate will act as nodal point for the Legal Affairs Division. Manage the 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 : Flora Kalakgosi Tel No: (018) 381 9041
: e mail Recruit2024148@npa.gov.za

POST 30/95 : **STATE ADVOCATE**
Asset Forfeiture Unit

SALARY CENTRE : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
: Polokwane Ref No: Recruit 2024/149
Johannesburg Ref No: Recruit 2024/150
East London Ref No: Recruit 2024/151

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five 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. Valid driver's license. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asser Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
: Polokwane: e-mail Recruit2024149@npa.gov.za
Johannesburg: e-mail Recruit2024150@npa.gov.za
East London: e-mail Recruit2024151@npa.gov.za

POST 30/96 : **STATE ADVOCATE (ATTORNEY)**
Asset Forfeiture Unit

SALARY CENTRE : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
: Nelspruit Ref No: Recruit 2024/152
Johannesburg Ref No: Recruit 2024/153
Cape Town Ref No: Recruit 2024/154
Durban Ref No: Recruit 2024/155

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal 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. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and

		PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Nelspruit: e mail Recruit2024152@npa.gov.za Johannesburg: e mail Recruit2024153@npa.gov.za Cape Town: e mail Recruit2024154@npa.gov.za Durban: e mail Recruit2024155@npa.gov.za
<u>POST 30/97</u>	:	<u>STATE ADVOCATE</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	TCC: Edendale Ref No: Recruit 2024/156 (Re-advert) TCC Lusikisiki Ref No: Recruit 2024/212 (Re-advert)
<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 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 and 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. Valid drivers licence.
<u>DUTIES</u>	:	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 stakeholders. 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.
<u>ENQUIRIES</u>	:	TCC: Edendale Adv Omashani Naidoo Tel No: (031) 334 5194 TCC Lusikisiki Adv. Samkelisiwe Hlongwane Tel No: (047) 501 2689
<u>APPLICATIONS</u>	:	TCC: Edendale e mail Recruit2024156@npa.gov.za TCC Lusikisiki e mail Recruit2024212@npa.gov.za
<u>POST 30/98</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R849 702 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Polokwane Ref No: Recruit 2024/205 (X2 Posts) (X1 Re-advert) Bloemfontein Ref No: Recruit 2024/206 (Re-advert)

<u>REQUIREMENTS</u>	:	Kimberley Ref No: Recruit 2024/207 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 Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high-value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638 Polokwane e mail Recruit2024205@npa.gov.za Bloemfontein e mail Recruit2024206@npa.gov.za Kimberley e mail Recruit2024207@npa.gov.za
<u>POST 30/99</u>	:	<u>SENIOR INVESTIGATOR REF NO: RECRUIT 2024/208 (X4 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (MMS Level 11), (Total cost package) Pretoria: Head Office An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least ten (10) years criminal investigation experience with five (5) years' operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation. Certified Fraud Examiner or ICFP SA accreditation and/or experience in managing and directing forensic service providers in criminal and forensic matters are advantages. Experience in testifying in regional and superior courts (persons found to be unreliable witness in any court are disqualified from application). Knowledge of the common law, legislation, and regulations, specifically: Zondo Commission Report. Financial Action Task Force (FATF) Recommendations for South Africa. National Anti-Corruption Strategy. Job knowledge, quality of work, communication, planning and execution. Management of human and financial resources. A valid driver's licence.
<u>DUTIES</u>	:	Collaborate with all stakeholders during investigations. Perform administrative tasks in respect of case management and provide support to the IDAC team. Supervise and manage. Relevant admissible evidence in complex and high-profile cases, including the research and analysis thereof, in accordance with all prevailing laws and Regulations objectively, ethically and without distortion of the facts. Prepare reports and testify in court. Conduct oneself professionally and to continuously improve ones' knowledge by staying updated with changes in laws, regulations, and investigative techniques.
<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: (012) 845 7727 e mail Recruit2024208@npa.gov.za
<u>POST 30/100</u>	:	<u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>REQUIREMENTS</u>	:	CPP: Witbank (Siyabuswa) Ref No: Recruit 2024/157 CPP: Witbank (Bethal) Ref No: Recruit 2024/158 CPP: Nelspruit (Mhala) Ref No: Recruit 2024/159

		<p>CPP: East London (Stutterheim) Ref No: Recruit 2024/160 CPP: East London (Peddie) Ref No: Recruit 2024/161 CPP: Empangeni (Ubombo) Ref No: Recruit 2024/231 CPP: Empangeni (Ingwavuma) Ref No: Recruit 2024/232 CPP: Ntuzuma (Pinetown) Ref No: Recruit 2024/237 CPP: Port Shepstone (Ixopo) Ref No: Recruit 2024/238 CPP: Port Shepstone (Harding) Ref No: Recruit 2024/239</p>
<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. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	<p>CPP: Witbank & CPP: Nelspruit Tebogo Mashile 013 045 0686 CPP: East London Taliga Raga 040 608 6800 CPP: Empangeni Thabsile Radebe – 033 392 8753 CPP: Ntuzuma (Pinetown) Dumisani Mbele – 031 334 5025 CPP: Port Shepstone Sphelele Dlamini – 031 334 5236</p>
<u>APPLICATIONS</u>	:	<p>CPP: Witbank (Siyabuswa) e mail Recruit2024157@npa.gov.za CPP: Witbank (Bethal) e mail Recruit2024158@npa.gov.za CPP: Nelspruit (Mhala) e mail Recruit2024159@npa.gov.za CPP: East London (Stutterheim) e mail Recruit2024160@npa.gov.za CPP: East London (Peddie) e mail Recruit2024161@npa.gov.za CPP: Empangeni (Ubombo) e mail Recruit2024231@npa.gov.za CPP: Empangeni (Ingwavuma) e mail Recruit2024232@npa.gov.za CPP: Ntuzuma (Pinetown) e mail Recruit2024237@npa.gov.za CPP: Port Shepstone (Ixopo) e mail Recruit2024238@npa.gov.za CPP: Port Shepstone (Harding) e mail Recruit2024239@npa.gov.za</p>
<u>POST 30/101</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	<p>CPP: Butterworth (Tsomo) Ref No: Recruit 2024/162 CPP: Wynberg (Paarl) Ref No: Recruit 2024/163 CPP: Mitchell's Plain (Khayelitsha) Ref No: Recruit 2024/164 CPP: East London (Zwelitsha) Ref No: Recruit 2024/165 CPP: Welkom (Bethlehem) Ref No: Recruit 2024/166 CPP: Mthatha (Ntabakhulu) Ref No: Recruit 2024/216 CPP: Mthatha (Mt. Frere) Ref No: Recruit 2024/217 CPP: Mthatha (Lusikisiki) Ref No: Recruit 2024/218 CPP: Mthatha (Libode) Ref No: Recruit 2024/219 CPP: Ntuzuma (Durban) Ref No: Recruit 2024/236</p>
<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. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	<p>CPP: Butterworth & CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669</p> <p>CPP: Wynberg (Paarl) Thuso Damane Tel No: (021) 487 7129</p> <p>CPP: Mitchell's Plain (Khayelitsha) Sonwabiso Mkwakwi Tel No: (021) 487 7234</p> <p>CPP: East London (Zwelitsha) Talita Raga Tel No: (040) 608 6800</p> <p>CPP: Welkom (Bethlehem) Lemmer Ludwick Tel No: (051) 410 6001</p> <p>CPP: Ntuzuma (Durban) Sphelele Dlamini Tel No: (031) 334 5236</p>
<u>APPLICATIONS</u>	:	<p>CPP: Butterworth (Tsomo) e mail Recruit2024162@npa.gov.za</p> <p>CPP: Wynberg (Paarl) e mail Recruit2024163@npa.gov.za</p> <p>CPP: Mitchell's Plain (Khayelitsha) e mail Recruit2024164@npa.gov.za</p> <p>CPP: East London (Zwelitsha) e mail Recruit2024165@npa.gov.za</p> <p>CPP: Welkom (Bethlehem) e mail Recruit2024166@npa.gov.za</p> <p>CPP: Mthatha (Ntabakhulu) e mail Recruit2024216@npa.gov.za</p> <p>CPP: Mthatha (Mt. Frere) e mail Recruit2024217@npa.gov.za</p> <p>CPP: Mthatha (Lusikisiki) e mail Recruit2024218@npa.gov.za</p> <p>CPP: Mthatha (Libode) e mail Recruit2024219@npa.gov.za</p> <p>CPP: Ntuzuma (Durban) e mail Recruit2024236@npa.gov.za</p>
<u>POST 30/102</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>	:	<p>CPP: Mthatha Ref No: Recruit 2024/167 (X2 Posts)</p> <p>CPP: Mthatha (Mt. Frere) Ref No: Recruit 2024/168</p> <p>CPP: Mthatha (Flagstaff) Ref No: Recruit 2024/169</p> <p>CPP: Port Elizabeth Ref No: Recruit 2024/170</p> <p>CPP: Wynberg (Worcester) Ref No: Recruit 2024/171 (X2 Posts)</p> <p>CPP: Mitchells' Plain Ref No: Recruit 2024/172</p> <p>CPP: Mitchells' Plain (Khayelitsha) Ref No: Recruit 2024/173</p> <p>CPP: Cape Town Ref No: Recruit 2024/174</p> <p>CPP: Cape Town (Goodwood) Ref No: Recruit 2024/175</p> <p>CPP: Bellville Ref No: Recruit 2024/176 (2 posts)</p> <p>CPP: Bellville (Blue Downs) Ref No: Recruit 2024/177 (X3 Posts)</p> <p>CPP: Middelburg Ref No: Recruit 2024/178 (X2 Posts)</p> <p>CPP: Middelburg (Volksrust) Ref No: Recruit 2024/179</p> <p>CPP: Middelburg (Emkhondo) Ref No: Recruit 2024/180</p> <p>CPP: Nelspruit (Tonga) Ref No: Recruit 2024/181</p> <p>CPP: Witbank Ref No: Recruit 2024/182</p> <p>CPP: Witbank (Secunda) Ref No: Recruit 2024/183</p> <p>CPP: Witbank (Evander) Ref No: Recruit 2024/184</p> <p>CPP: Witbank (Delmas) Ref No: Recruit 2024/194</p> <p>CPP: East London (Mdantsane) Ref No: Recruit 2024/185</p> <p>CPP: East London Ref No: Recruit 2024/186 (X3 Posts)</p> <p>CPP: Bloemfontein Ref No: Recruit 2024/187 (X3 Posts)</p> <p>CPP: Bloemfontein (Botshabelo) Ref No: Recruit 2024/188</p> <p>CPP: Bloemfontein (Thaba-Nchu) Ref No: Recruit 2024/189</p> <p>CPP: Welkom (Virginia) Ref No: Recruit 2024/190</p> <p>CPP: Butterworth (Sterkspruit) Ref No: Recruit 2024/191</p>

CPP: Polokwane (Nkowankowa) Ref No: Recruit 2024/192
 CPP: Modimolle Ref No: Recruit 2024/193
 CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2024/195
 CPP: Butterworth (Ngcobo) Ref No: Recruit 2024/196
 CPP: Butterworth (Cofimvaba) Ref No: Recruit 2024/197 (Re-advert)
 CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2024/198
 CPP: Pretoria (Pretoria-North) Ref No: Recruit 2024/199 (Re-advert)
 CPP: Pretoria (Cullinan) Ref No: Recruit 2024/200
 CPP: Wynberg Ref No: Recruit 2024/223
 CPP: Ladysmith (Nquthu) Ref No: Recruit 2024/224
 CPP: Ladysmith (Ezakheni) Ref No: Recruit 2024/225
 CPP: Ladysmith Ref No: Recruit 2024/226
 CPP: Pietermaritzburg Ref No: Recruit 2024/227 (X3 Posts)
 CPP: Empangeni (Ngwelezane) Ref No: Recruit 2024/228
 CPP: Durban – Recruit 2024/240 (X3 Posts)
 CPP: Ntuzuma (Verulam) Ref No: Recruit 2024/241
 CPP: Ntuzuma Ref No: Recruit 2024/242
 CPP: Port Shepstone – Recruit 2024/243(3 posts)
 CPP: Port Shepstone (Kokstad) Ref No: Recruit 2024/244
 CPP: Port Shepstone (Umzimkulu) Ref No: Recruit 2024/245

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 Regional court. 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

: CPP: Mthatha (Mt. Frere, Flagstaff) & Butterworth Tulisa Sibindlana Tel No: (047) 501 2669
 CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
 CPP: Wynberg (Worcester) Thuso Damane Tel No: (021) 487 7129
 CPP: Mitchells' Plain & CPP: Bellville Sonwabiso Mkwakwi Tel No: (021) 487 7234
 CPP: Cape Town Bernadine Moses Tel No: (021) 487 7319
 CPP: Middelburg, Witbank & CPP: Nelspruit Tebogo Mashile Tel No: (013) 045 0686
 CPP: East London Viola Alexander Tel No: (040) 608 6800
 CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Polokwane & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
 CPP: Pretoria Godfrey Ramakuella Tel No: (012) 351 6808
 CPP: Odi (Ga-Rankuwa) Flora Kalagosi Tel No: (018) 381 9041
 CPP: Ladysmith; CPP: Empangeni & CPP Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
 CPP: Durban Nomzamo Mbuyisa Tel No: (031) 334 5237
 CPP: Ntuzuma (Verulam) Mzimkhulu Mabandla Tel No: (031) 334 5034
 CPP: Ntuzuma Phiyayinkosi Nhlengethwa Tel No: (031) 334 5003
 CPP: Port Shepstone Sthabile Mtimkulu Tel No: (031) 334 5124
 CPP: Mthatha: e mail Recruit2024167@npa.gov.za
 CPP: Mthatha (Mt. Frere): e mail Recruit2024168@npa.gov.za
 CPP: Mthatha (Flagstaff): e mail e mail Recruit2024169@npa.gov.za
 CPP: Port Elizabeth e mail Recruit2024170@npa.gov.za
 CPP: Wynberg (Worcester) e mail Recruit2024171@npa.gov.za
 CPP: Mitchells' Plain: e mail Recruit2024172@npa.gov.za
 CPP: Mitchells' Plain (Khayelitsha) e mail Recruit2024173@npa.gov.za
 CPP: Cape Town e mail Recruit2024174@npa.gov.za
 CPP: Cape Town (Goodwood) e mail Recruit2024175@npa.gov.za

APPLICATIONS

CPP: Bellville e mail Recruit2024176@npa.gov.za
 CPP: Bellville (Blue Downs) e mail Recruit2024177@npa.gov.za
 CPP: Middelburg e mail Recruit2024178@npa.gov.za
 CPP: Middelburg (Volksrust) e mail Recruit2024179@npa.gov.za
 CPP: Middelburg (Emkhondo) e mail Recruit2024180@npa.gov.za
 CPP: Nelspruit (Tonga) e mail Recruit2024181@npa.gov.za
 CPP: Witbank e mail Recruit2024182@npa.gov.za
 CPP: Witbank (Secunda) e mail Recruit2024183@npa.gov.za
 CPP: Witbank (Evander) e mail Recruit2024184@npa.gov.za
 CPP: Witbank (Delmas) e mail Recruit2024194@npa.gov.za
 CPP: East London (Mdantsane) e mail Recruit2024185@npa.gov.za
 CPP: East London e mail Recruit2024186@npa.gov.za
 CPP: Bloemfontein e mail Recruit2024187@npa.gov.za
 CPP: Bloemfontein (Botshabelo) e mail Recruit2024188@npa.gov.za
 CPP: Bloemfontein (Thaba-Nchu) e mail Recruit2024189@npa.gov.za
 CPP: Welkom (Virginia) e mail Recruit2024190@npa.gov.za
 CPP: Butterworth (Sterkspruit) e mail Recruit2024191@npa.gov.za
 CPP: Polokwane (Nkowankowa) e mail Recruit2024192@npa.gov.za
 CPP: Modimolle e mail Recruit2024193@npa.gov.za
 CPP: Odi (Ga-Rankuwa) e mail Recruit2024195@npa.gov.za
 CPP: Butterworth (Ngcobo) e mail Recruit2024196@npa.gov.za
 CPP: Butterworth (Cofimvaba) e mail Recruit2024197@npa.gov.za
 CPP: Pretoria (Bronkhorstspuit) e mail Recruit2024198@npa.gov.za
 CPP: Pretoria (Pretoria-North) e mail Recruit2024199@npa.gov.za
 CPP: Pretoria (Cullinan) e mail Recruit2024200@npa.gov.za
 CPP: Wynberg e mail Recruit2024223@npa.gov.za
 CPP: Ladysmith (Nquthu) e mail Recruit2024224@npa.gov.za
 CPP: Ladysmith (Ezakeni) e mail Recruit2024225@npa.gov.za
 CPP: Ladysmith e mail Recruit2024226@npa.gov.za
 CPP: Pietermaritzburg e mail Recruit2024227@npa.gov.za
 CPP: Empangeni (Ngwelezane) e mail Recruit2024228@npa.gov.za
 CPP: Durban e mail Recruit2024240@npa.gov.za
 CPP: Ntuzuma (Verulam) e mail Recruit2024241@npa.gov.za
 CPP: Ntuzuma e mail Recruit2024242@npa.gov.za
 CPP: Port Shepstone e mail Recruit2024243@npa.gov.za
 CPP: Port Shepstone (Kokstad) e mail Recruit2024244@npa.gov.za
 CPP: Port Shepstone (Umzimkulu) e mail Recruit2024245@npa.gov.za

<u>POST 30/103</u>	:	<u>REGIONAL COURT PROSECUTOR RECRUIT 2024/201 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714 per annum (excluding benefits), (Level LP-5 to LP-6), (Total cost package)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Cape Town (OCC) 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.
<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 APPLICATIONS</u>	:	Phyllis Lujabe Tel No: (021) 487 7281 e mail Recruit2024201@npa.gov.za

<u>POST 30/104</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2024/202</u> National Prosecutions Service (Re-advert)
<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: Mthatha (OCC)
<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. 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.
<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>	:	Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	:	e mail Recruit2024202@npa.gov.za
<u>POST 30/105</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: Upington Ref No: Recruit 2024/203 CPP: Nelspruit (Sexual Offences)good Ref No: Recruit 2024/204
<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 prosecuting sexual offences matters will be added advantage. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. 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. 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: Upington Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Nelspruit Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	CPP: Upington e mail Recruit2024203@npa.gov.za CPP: Nelspruit e mail Recruit2024204@npa.gov.za
<u>POST 30/106</u>	:	<u>FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R444 036 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Polokwane Ref No: Recruit 2024/209 (Re-advert) Pretoria Ref No: Recruit 2024/210
<u>REQUIREMENTS</u>	:	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 will be an added

advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.

DUTIES : Conduct case assessments. Conduct case planning. Conduct detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
: Polokwane e mail Recruit2024209@npa.gov.za
: Pretoria e mail Recruit2024210@npa.gov.za

POST 30/107 : **INVESTIGATOR REF NO: RECRUIT 2024/211 (X5 POSTS)**
Investigating Directorate Against Corruption

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09), (excluding benefits)
: Pretoria: Head Office
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least five (5) years' criminal investigation experience with three (3) years operational experience. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation/ public sector procurement and contract management. Experience in testifying in regional and superior courts (Persons that have been found to be unreliable witness in any court are disqualified from application). Personal and professional integrity. Crime scene management. Cyber and digital forensics. Investigative research and analysis. Undercover operations. Report writing. Job knowledge, quality of work, teamwork, communication. Valid drivers' licence.

DUTIES : Collaborate with all stakeholders during investigations. Perform administrative tasks in respect of case management and provide support to the IDAC team. Supervise and manage. Relevant admissible evidence in complex and high-profile cases, including the research and analysis thereof, in accordance with all prevailing laws and Regulations objectively, ethically and without distortion of the facts. Prepare reports and testify in court. Conduct oneself professionally and to continuously improve ones' knowledge by staying updated with changes in laws, regulations, and investigative techniques.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: (012) 845 7727
: e mail Recruit2024211@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)/Constitutional Court: Braamfontein:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. or via email at applicationsNO@judiciary.org.za
- Land Court: Randburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg or via email at applicationsGAU@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
- CLOSING DATE** : 06 September 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.

OTHER POSTS

- POST 30/108** : **LAW RESEARCHER: JUDICIAL EDUCATION AND RESEARCH REF NO: 2024/141/OCJ**
- SALARY** : R444 036 – R532 602 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and an LLB degree or a four year recognised legal qualification; Three (3) to five (5) years' experience working in a legal environment; A valid driver's licence. Added advantage: Working experience as a researcher in a training environment; A post graduate qualification in Law; Experience in conducting empirical research (qualitative and quantitative). Skills and Competencies: Legal Research and analytical skills; Report writing and editing skills; Project Management; Planning and Organizing; Accuracy and paying attention to detail; Communication skills; Computer literacy; Excellent interpersonal skills; Ability to work under pressure, long hours and weekends; Willingness to travel. 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 general requirements.
- DUTIES** : Provide research support to SAJEI; Gather and analyse research relevant to training conducted by SAJEI; Develop and maintain research database that will contribute to the overall objectives of SAJEI; Perform tasks of allocated research projects on the annual research agenda; Track the developments in jurisprudence and amendments of legislation that have a direct bearing on judicial education and training; Conduct legal research for judicial educators on aspects of judicial education curriculum; Provide support to the Editorial Committees for the SAJEI Journal and Judicial Education Newsletter; Provide legal support to training seminars and webinars and produce training reports.
- ENQUIRIES** : Technical Enquiries: Ms. H Maringa Tel No:(010) 493 2577
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2527
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 30/109** : **LIBRARIAN REF NO: 2024/142/OCJ**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
: Matric certificate and a three (3) year National Diploma/Degree qualification in library or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of 3-year experience as a Librarian. Knowledge of and experience in legal library environment as well as understanding comparative research and international legal matters. Computer Literacy (MS Office, PowerPoint, Outlook, Word, Excel & Internet). Report writing skills, Research and planning skills. Excellent communication skills

(written and verbal). Interpersonal Relations. Knowledge of OPAC systems. 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 general requirements.

DUTIES

: An up to date and building a balanced collection to support Judges and users of the library; Identify and Select materials for purchase from different sources, publisher's catalogues, other library catalogues, bibliographies, Ensure collection building for Comprehensive collection, Conduct searches on the internet; global books in print; publishers' catalogues; book reviews in journals; acquisition lists from major libraries in the world, Ascertain that there are no duplications in your orders by thoroughly checking the catalogue, Selection, purchasing and development of Library Service collections in accordance with library policies and guidelines. Manage acquisitions workflow up to cataloguing. - (ordering, receipt and accession); Ensure correct orders are sent on time and update order status. Ordering and Creation of Basic cataloguing. Receive publications and check against orders, Update Judges and Law Clerks on new acquisitions, manage new additions that are donated to the library, Review Invoices and forward, Review and add fund cycle for every financial year. Manage and control of serials as well as renewal of subscriptions and Vendor Operations; Claiming and returning of issues, Renew and review of subscriptions when required, identify materials for binding, preparing loose issues of journals and law reports for binding, Process bound journals when returned from binders, add new books, bound journals and law reports to Asset Register, Bar coding, adding records to library system and entries in Asset Register. Verification of assets and participate in administrative functions; Conduct Asset verification and stocktaking of library material and removing outdated books from shelves and updating computerized databases and asset register, collect daily stats, Submit stats.

ENQUIRIES

Technical enquiries: Mr A Mdletshe Tel No: (011) 359 7400/7472

HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574.

NOTE

: The Organization will give preference to candidates in line with the Employment Equity goals.

POST 30/110

: **PROVISIONING ADMINISTRATION CLERK REF NO: 2024/143/OCJ**

SALARY

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

CENTRE

: Constitutional Court: Braamfontein

REQUIREMENTS

: Matric certificate and a three-year National Diploma/Degree in Supply Chain Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (1) year experience and a valid driver's license will be an added advantage. Skills and Competencies: Knowledge attributes, Knowledge of Legislation, Policies & Procedures. Skills; Communication skills (verbal and written); Administration skills Planning and Organizational skills; Exceptional Interpersonal skills; Customer service skills; Excellent Typing skills; Time Management skills; Proficiency in Microsoft Office Programs; Research capabilities; Problem solving; Good Judgment and Decision-Making skills; Proficiency in English; Administrative skills; Good proficiency in English and any of other official languages; Customer service skills. Display maturity; Assertiveness and Confidence to interact at all levels; Maintain Positive attitude; Ability to take charge; Ability to work independently; Self-motivated; Ability to Maintain Confidentiality; Ability to meet strict deadlines; Ability to work under pressure; Attention to detail. 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 general requirements.

DUTIES

: Obtaining Quotations; Receiving the specifications from the end user; Select service providers from LOGIS/Procurement System; Request quotations from service providers; Ensure that the received quotations are verified and comply with specifications; Checking of all supporting documentation. Compile and prepare requisition; Prepare manual requisitions, attaching supporting documents (all relevant SBD forms, Tax Clearance Certificate, CK and BBBEE Certificate), verify with budget section if funds are available for the procurement of goods and services; Circulate the requisition to the end user for signature and approval of the requisition by the delegated official; Creating of new items, linking and capturing of service providers on LOGIS/Procurement System; Capture and approve the manual requisition on LOGIS/Procurement System;

When the Purchase Order is released, it is sent to the recommended service provider and end-user. Closing off orders on JYP and finalizing requisition for payment; When the service/goods has been rendered/supplied, the service provider will issue an invoice for the service/goods; Upon receipt of the invoice; Goods received Note (GRN) is printed on LOGIS/Procurement System, which will automatically create the invoice; Once the invoice has been approved on LOGIS/Procurement System, the Credit Payment Advise (CPA) is printed; The delivery confirmation note and CPA is attached to the manual requisition, which will then be checked and sent for payment. Replenishment of stock; Request quotations from service providers as soon as stock reaches minimum stock level; Checking of quality and quantity of stock upon delivery.

ENQUIRIES : Technical enquiries: Mr B Mxasa Tel No: (011) 359 7400/7590
 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574.

NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 30/111 : **ADMINISTRATION CLERK (CRT) REF NO: 2024/144/OCJ**

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

CENTRE : Land Court: Randburg

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 will be an added advantage. A valid driver's licence. Understanding of confidentiality. 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. Good 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 general requirements.

DUTIES : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative and case flow management support in general to the court as required by the Judiciary, Chief Registrar, Court Manager and/or Supervisor.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 5392
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 30/112 : **SECURITY OFFICER REF NO: 2024/145/OCJ**

SALARY : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Abet. Added advantage: Matric certificate, a minimum of one year experience and a valid driver's licence. Grade C Security Certificate (PSIRA: Grade C. A minimum of one- year experience in Security Industry. Driver's License. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Criminal Procedure Act. Information Security. Private Industry Regulation Authority Act. Control of Access to the Public Premises and Vehicles Act. Knowledge of the Control Room Procedure. National Key Point Act. Skills and Competencies: Basic Computer Literacy (MS Office). Good communication skills (verbal and written) Problem solving skills. Good interpersonal relations. 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 general requirements.

DUTIES : Access control function. Ensure that the Public Access Control Act is adhered to. Control crowd at the Constitutional Court. Search of any harmful objects that may enter into the building e.g. firearm. Ensure safety of officials, tourists and the public members when contractors are rendering service in the court building. Update security registers. Complete register book before a visitor escort to the relevant office. Escort visitors to the intended offices. Assist Chief security to the conduct risk assessment. Monitor the Outsourced security positions. Assist the supervisor to organize boom sweep at the court. Observe the proceedings in the court. Monitoring the removal of equipment or furnishes entering and existing the premises. Ensure that no items belong to the court is

removed unattended. Make copies of each and every item brought in and out of the court building. Record all letters and equipment delivered to the court. Ensure that a first aid room is provided with all emergency items. Ensure that the Constitution lime line books are available at reception. Assist with the transport management duties. Checking Security Equipment placed at the court. Ensure that adequate security equipment is in place in a working condition. Report any irregularities immediately to the supervisor. Ensure that all exit points are secured and intact. Check all security personnel equipment, pocket books and uniform. Enforce the wearing of uniform and adherence to the stipulated rules. Ensure that x-ray machine and metal detector are in full operational. Ensure that sanitizer is always available for public and officials use. Control of Master keys during and after hours. Open the Offices when staff members request to do so. Manage of master key. Ensure that the Chambers are locked for crime deterrence. Unlock the storerooms for asset verification. Ensure that duplicated keys are stored in a safe. Ensure that there is no missing or broken key. Control Room operation. Retrieve of footages during investigation. Respond to internal and external calls. Respond to emails. Draft of monthly report. Monitor of fire system equipment. Respond to all alarm activation. Enrol of staff into biometric system. Complete of control room maintenance register, control room occurrence book and key register. Test of Remrad desktop telecommunication. Occupational Health and Safety. Ensure the compliance of the Organisation. Check fire Equipment's zones. Conduct evacuation drill. Check the emergency signage's. Prevent the escaping doors from obstruction. Safeguard the escape doors. Draft the OHS Report and submit to National Office. Assist to coordinate and plan OHS Committee Meetings. Maintain first aid boxes. Assist by arranging bomb sweep at the court building.

- ENQUIRIES** : Technical enquiries: Mr J Mabena Tel No: (011) 359 7596
HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 30/113** : **HANDYMAN REF NO: 2024/146/OCJ**
- SALARY** : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
ABET level 2 certificate. A minimum of one-year experience will be an added advantage. Certificate in Electrical/ Carpentry and Plumbing will be an advantage. Skills and Competencies: Knowledge of Occupational Health and Safety Act. Knowledge on how to operate power tools. Knowledge of building infrastructures layouts. Use of Computer and MS software. Skills; Good communication skills, Interpersonal relationship skills, Computer literacy (MS Office), Listening skills, Problem solving skills, Decision making skills and Planning and organization skills. Personal Attributes; Must be able to work independently, Team player, Reliable, Innovative, Confidence, Ability to work under pressure and Flexible. 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 general requirements
- DUTIES** : Provide handyman services at the court, Oversee the quality of office equipment delivered, relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks. Execute minor general building maintenance, Report breakages to the supervisor for repairs by the landlord, repair damaged office equipment, attend to minor repairs, oversee building maintenance rendered by service providers, sign job cards for services rendered by service providers. Attend to minor plumbing, electrical and carpentry work; Unblock kitchen, restrooms basins and minor drainage sewage, facilitate repairs to water leaks, ensure that electrical systems are working safe, Repair/replace broken furniture, Repair office furniture and equipment. Conduct routine inspection of the building on a weekly, monthly and quarterly basis, accompany landlord and contractors during repairs/maintenance, ensure that the inspection is done on

ENQUIRIES

infrastructure and recorded, keep all records of all maintenance done at the Constitutional Court.
: Technical enquiries: Mr S Madonsela Tel No: (011) 359 7596
HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO REF NO: AC"
- CLOSING DATE** : 06 September 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.

OTHER POST

- POST 30/114** : **ACCOUNTING CLERK: FINANCIAL ADMINISTRATION REF NO: AC**
- SALARY** : R216 417 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate. National Diploma or Bachelors Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA and 1 year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.
- DUTIES** : Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), Collection of cash). Perform Financial Accounting Administration support services inclusive of updating and maintaining invoice tracking register, file documents (Batch control), perform adhoc activities as and when required. Perform bookkeeping support services in respect of: - capturing of all financial transactions, clearing of suspense accounts, recording of debtors and creditors, processing of electronic banking transactions and compiling of journals.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. E-mail applications must be sent to the following email addresses: For Deputy Director-General: Welfare Services Post – eRecruit.DDGWS@dsd.gov.za and Chief Financial Officer Post – eRecruit.CFO@dsd.gov.za.
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 06 September 2024
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. SMS pre-entry certificate is submitted prior to appointment is not a requirement for shortlisting. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short-listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 30/115** : **DEPUTY DIRECTOR-GENERAL: WELFARE SERVICES REF NO: P1/B/2024**
Branch: Welfare Services
- SALARY** : R1 741 770 per annum, total cost-to-employer package. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be

**CENTRE
REQUIREMENTS**

structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

: HSRC Building, Pretoria
: A post graduate qualification at NQF level 8 as recognized by SAQA in Social Sciences, Social Work or Development Studies PLUS a minimum of 8 years' experience at senior managerial level. Registration with the relevant professional body will be an added advantage. Knowledge of the Constitution of South Africa. Knowledge of employment related legislations; Public Service regulations and legislative framework and PFMA and Treasury Regulations. Knowledge of and understanding of the public services. Knowledge and understanding in policy development. Knowledge of White Paper on Persons with disabilities (WPRPD); White Paper on Social Welfare; Children's Act, 2005 (Act No. 38 2005, as amended) and Social Service Professions Act 110 of 1978, as amended. Knowledge and understanding of Social Welfare services, related policies, legislations, frameworks, norms and standards. Knowledge of White Paper for Social Development; Fund-Raising Act; Older Persons Act; Prevention of and Treatment of Drug Dependency Act; Prevention of and Treatment of Substance Abuse Act and Victim Support Service Bill. Knowledge on regulations of action for Children in South African. Knowledge of National Strategic Plan on Gender Base Violence and Femicide. Knowledge of Domestic Violence Act. Knowledge of King IV Report for Corporate Governance. Competencies needed: Strategic capability and leadership. Financial Management. Change Management. Programme and project management. People management and empowerment. Knowledge management. Policy development. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication skills. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

DUTIES

:
: Oversee, manage and report on the development, review and implementation of policies, legislations and frameworks related to Welfare Services and programmes. Oversee, manage and report in the development and implementation of programmes related to children, older persons and families. Oversee, manage and report in the development and implementation of social crime prevention, gender-based violence, diversion programme and anti-substance abuse programmes. Oversee, manage and report on the provision of programmes and strategies pertaining to HIV and AIDS, TB and burdens of diseases. Oversee, manage and coordinate the implementation of advocacy and compliance for the rights of children. Oversee, manage and report on the budget, human resources and performance of the branch in line with the regulations and prescripts.

**ENQUIRIES
NOTE**

: Mr D Chinappan Tel No: (012) 312 7504
: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

POST 30/116

: **CHIEF FINANCIAL OFFICER REF NO: P1/C/2024**
Branch: Financial Management Services

SALARY

: R1 741 770 per annum, total cost-to employer package. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

**CENTRE
REQUIREMENTS**

: HSRC Building, Pretoria
: A qualification at NQF level 8 as recognised by SAQA in Finance, Accounting Economics or Commerce PLUS a minimum of 8 years' experience at a senior managerial level. Registration with relevant financial professional bodies. Knowledge of Public Finance Management Act, Treasury Regulations, and other finance and supply chain management policies, prescripts and guidelines. Knowledge of the Public Service Act and Regulations. Knowledge of public management and administration principles. Knowledge of White Paper on Transformation of Public Service. Knowledge of MACRO and MICRO policies such as DORA, MTSF, NDP, MTEF etc. Knowledge of MISS. Knowledge of financial prescripts of the Public Service, costing methodologies

and performance measurement. Knowledge of GRAP/GAAP, IAPS, PPF Act and MTEF. Knowledge of accounting systems such as BAS, LOGIS and PERSAL. Knowledge of King IV Report for Corporate Governance. Knowledge of financial risk management practices. Competencies needed: Programme and Project management. People management and empowerment. Financial management and financial accounting. Communication (written and verbal). Client orientation and customer focus. Analytical. Strategic and conceptual orientation. Strategic capability and leadership. Computer literacy. Change management. Knowledge of Information Management. Problem solving. Service delivery innovation. Monitoring and evaluation. Stakeholder management. Presentation, facilitation and coordination. Influencing. Strong numerical analysis. Personal Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creativity. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity.

DUTIES

: Oversee, manage and report on the provision of financial management and administration systems and services. Oversee, manage and report on optimal functioning of the department's internal financial controls and compliance to PFMA, department financial management policies and National treasury regulations and prescripts. Oversee, manage and report on the provision of costing and financial management accounting for the department. Provide financial advisory services to the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.

ENQUIRIES
NOTE

: Mr D Chinappan Tel No: (012) 312 7504
 : In terms of the Branch: Financial Management Services' employment equity targets, African and Coloured males and African and Indian females as well as persons with disabilities are encouraged to apply.

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 recruitment@tourism.gov.za
- CLOSING DATE** : 06 September 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as well as an integrity assessment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA. Applicants are to clearly indicate for which centre they are applying for where applicable. The department currently has IT system challenges, please consider applying through physical delivery and posting as an addition to email application.

OTHER POSTS

- POST 30/117** : **PARLIAMENTARY AND CABINET SUPPORT OFFICER: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT13/2024**
12 Months Fixed Term Contract
- SALARY** : R849 702 per annum, (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 according to personal needs within a framework)
- CENTRE REQUIREMENTS** : Cape Town
A SAQA recognised three-year qualification (NQF 7). 3-5 years' working experience at managerial level. Knowledge of Minister's operations; Proven management competencies; Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Working knowledge of the political and parliamentary processes in South Africa; Computer literacy; Communication skills (verbal and written).
- DUTIES** : The successful candidate will be responsible for the following performance areas: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the Minister and brief departments on decisions taken; Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister; Track, monitor and evaluate cabinet and committee decisions, Liaise with structures, by attending meetings, like cluster and cabinet committees; Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events; Compile cabinet memoranda, submissions, briefing notes and other documents as required; Keep record of decisions of Cabinet/executive council and alert the executive authority of actions to be taken and due dates Ensure

that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification; Gazette and table draft bills emanating from the portfolio of the Minister; Provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the Minister; Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions; Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

POST 30/118 : **ADMIN SUPPORT AND COORDINATION: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT14/2024**
12 Months Fixed Term Contract

SALARY : R849 702 per annum, (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 according to personal needs within a framework)

CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year qualification (NQF 7). 3-5 years' working experience at managerial level; Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Proven management competencies; Proven management competencies; Computer literacy.

DUTIES : The successful candidate will be responsible for the following performance areas: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; Compile correspondence as required; Compile correspondence and submissions as required; Manage the procurement and maintenance of equipment in the office of the executive authority; Manage logistical support in the office of the executive authority; Develop, implement and maintain a filing system for the office of the executive authority; Manage the registry of the office of the executive authority; Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification; Liaise with senior managers in the institutions within the executive authority's portfolio; Co-ordinate the activities of the executive authority's office.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

POST 30/119 : **REGISTRY CLERK: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT15/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05), excluding service benefits

CENTRE : (1) Pretoria and (1) Pretoria

REQUIREMENTS : A Grade 12 certificate or equivalent qualifications coupled with 1-2 years' relevant working experience. Knowledge of record management, record keeping and archive procedures. Basic computer skills. Knowledge of the National Archives Act and the MIS prescripts and procedures.

DUTIES : The successful candidate will be responsible for ensuring the smooth, efficient and effective flow of documents between the office of the executive authority, the department and other structures like cluster committees, external role players etc; receiving and distributing post and documents; recording documents in the required databases/ registers; filing all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts; rendering assistance with logistical arrangements; assisting with the distribution of Cabinet/Executive Council memoranda; assisting with documents reproduction and facsimile services; controlling stock and stationary as a Chief User Clerk for the Executive Authority's office; studying the relevant Public Service and departmental prescripts/policies and other documents and ensuring that the application thereof is understood properly; remaining up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work; remaining abreast with the procedures and process applicable to the office of the Executive Authority.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

POST 30/120 : **DRIVER/MESSENGER: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT16/2024 (X2 POSTS)**

SALARY CENTRE : R183 279 per annum (Level 04), excluding service benefits
: Cape Town (X1 Post)
: Pretoria (X1 Post)

DUTIES : The successful candidate will be responsible for collecting, distributing and delivering of documents and parcels for the office executive authority; transporting employees, guests and special advisors in the office of the executive authority; rendering a general support function in the office of the executive authority; assisting the office with logistical arrangements; assisting with document reproduction and facsimile services; record keeping of the utilisation of the allocated motor vehicle e.g log sheets and petrol receipts; maintaining knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

POST 30/121 : **FOOD SERVICE AID: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT17/2024 (X2 POSTS)**
12 Months Fixed Term Contract

SALARY CENTRE : R131 265 per annum (Level 02), excluding service benefits
: Cape Town (X1 Post)
: Pretoria (X1 Post)

DUTIES : The successful candidate will be responsible for cleaning kitchen utensils and equipment; Providing catering support services; Keeping stock of kitchen utensils and equipment; Applying hygiene and safety measures; Maintaining quality control measures of all food provided; Removing of garbage disposal; Preparing food, snack and beverages; Setting-up conveying crockery, cutlery and equipment to dining areas; Serving food and beverages; Taking responsibility for food supplies and reporting waste and losses.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its employment equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention HRD Unit, or email to: DOTinternship@dot.gov.za quoting the name of post on the subject line.
- CLOSING DATE** : 06 September 2024
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, (or obtainable at WWW.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV. Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

INTERNSHIPS 2025/2027

OTHER POSTS

- POST 30/122** : **ADMINISTRATION INTERN REF NO: DOT/HRD/2024/01 (X1 POST)**
Branch: Office of the Ministry
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : Bachelor's Degree in Public Administration / Political Science or studies/International Relations/Public Affairs or Management
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Administration"
- POST 30/123** : **ADMINISTRATION INTERN REF NO: DOT/HRD/2024/02 (X1 POST)**
Branch: Office of the Deputy Ministry
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : Bachelor's Degree in Public Administration/Political Science or studies/International Relations/Public Affairs or Management
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Administration"
- POST 30/124** : **INTERNAL PERFORMANCE AND IT AUDIT INTERN REF NO: DOT/HRD/2024/03 (X1 POST)**
Branch: Office of the Director-General
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)

- REQUIREMENTS** : Diploma/Bachelor's Degree in Internal Audit
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Internal Performance and IT Audit"
- POST 30/125** : **ADMINISTRATOR INTERN REF NO: DOT/HRD/2024/04 (X1 POST)**
Branch: Office of the Director-General
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's degree in Public Administration/ Management/ Affairs/ Office Management/ Business Management
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Administrator"
- POST 30/126** : **PUBLIC ENTITY OVERSIGHT INTERN REF NO: DOT/HRD/2024/05 (X1 POST)**
Branch: Office of the Director-General
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : ND in Bachelors Degree in Financial Management/ Public Finance/ Economic and Accounting
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Public Entity oversight"
- POST 30/127** : **STRATEGIC PLANNING AND MONITORING AND CLUSTER COORDINATORS INTERN REF NO: DOT/HRD/2024/06 (X1 POST)**
Branch: Office of the Director-General
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's Degree in Public Management or Affairs/ Public Administration/ Strategic Planning or Management/ Monitoring and Evaluation/ Political Science
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Strategic Planning and Monitoring and Cluster Coordinators"
- POST 30/128** : **RISK MANAGEMENT INTERN REF NO: DOT/HRD/2024/07 (X1 POST)**
Branch: Office of the Director-General
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's Degree in Risk Management/ Internal Audit/ Financial Accounting
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Risk Management"

- POST 30/129** : **ORGANISATIONAL DEVELOPMENT INTERN REF NO: DOT/HRD/2024/08 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Management Services/Operations Management/Industrial Engineering
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Organisational Development"
- POST 30/130** : **CHANGE MANAGEMENT INTERN REF NO: DOT/HRD/2024/09 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Human Resource Management/ Human Resource Development/ Industrial Psychology
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Change Management"
- POST 30/131** : **EMPLOYEE HEALTH AND WELLNESS INTERN REF NO: DOT/HRD/2024/10 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Safety Management/ Environmental Health/ Social Work/ Psychology
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Employee Health and Wellness"
- POST 30/132** : **PERFORMANCE MANAGEMENT AND DEVELOPMENT STUDIES INTERN POST REF NO: DOT/HRD/2024/11 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Human Resource Management/ Human Resource Development/ Industrial Psychology
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Performance Management and Development Studies"
- POST 30/133** : **INTERNAL HUMAN RESOURCE DEVELOPMENT INTERN REF: DOT/HRD/2024/12 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: ND/Bachelor's Degree in Human Resource Management/ Human Resource Development/ Industrial Psychology

ENQUIRIES : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Internal Human Resource Development"

POST 30/134 : **EXTERNAL HUMAN RESOURCE DEVELOPMENT INTERN REF: DOT/HRD/2024/13 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)

STIPEND : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: ND/Bachelor's Degree in Human Resource Management/ Human Resource Development/ Industrial Psychology

ENQUIRIES : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "External Human Resource Development"

POST 30/135 : **LABOUR RELATION INTERN REF: DOT/HRD/2024/14 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)

STIPEND : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: ND/Bachelor's Degree in Labour Relations/ Employees Relations/Labour Law

ENQUIRIES : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Labour Relation"

POST 30/136 : **HR RECRUITMENT AND SELECTION INTERN REF: DOT/HRD/2024/15 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)

STIPEND : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: ND/Bachelor's Degree in Human Resource Management/ Industrial Psychology

ENQUIRIES : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Recruitment and Selection"

POST 30/137 : **HUMAN RESOURCE ADMINISTRATION INTERN REF: DOT/HRD/2024/16 (X1 POST)**
Branch: Human Resource Management and Development
Duration: (24 Months)

STIPEND : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: ND/Bachelor's Degree in Human Resource Management

ENQUIRIES : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resource Administration"

- POST 30/138** : **LEGAL SERVICES INTERN REF: DOT/HRD/2024/17 (X1 POST)**
Branch: Corporate Services
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in LLB/ B. Pro, B-Juris.
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Legal Services"
- POST 30/139** : **SECURITY SERVICES INTERN REF: DOT/HRD/2024/18 (X1 POST)**
Branch: Corporate Services
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Security Management/ Risk Management/ Policing
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Security Services"
- POST 30/140** : **TRAVEL SERVICES INTERN REF: DOT/HRD/2024/19 (X1 POST)**
Branch: Corporate Services
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Public Administration/ Management/ Affairs
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Travel Services"
- POST 30/141** : **INTERNATIONAL RELATIONS INTERN REF: DOT/HRD/2024/20 (X1 POST)**
Branch: Corporate Services
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in International Relations/ Political Studies
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "International Relations"
- POST 30/142** : **RESEARCH AND CONTENT INTERN REF: DOT/HRD/2024/21 (X1 POST)**
Branch: Corporate Services
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Film and Television/ Media Production/ Graphic Design
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Research and Content"

- POST 30/143** : **INTERNAL CONTROL AND COMPLIANCE INTERN REF: DOT/HRD/2024/22 (X1 POST)**
Branch: Chief Financial Officer
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Financial Management/ Accounting/ Internal Auditing
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Internal Control and Compliance"
- POST 30/144** : **FINANCIAL ADMINISTRATION INTERNS REF: DOT/HRD/2024/23 (X2 POSTS)**
Branch: Chief Financial Officer
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Financial Accounting/ Accounting/ Financial Management/ Accounting and Auditing
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Administration"
- POST 30/145** : **SUPPLY CHAIN MANAGEMENT INTERNS REF: DOT/HRD/2024/24 (X2 POSTS)**
Branch: Chief Financial Officer
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Supply Chain Management/ Logistics
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Supply Chain Management"
- POST 30/146** : **ROAD SAFETY PROMOTIONS INTERN REF: DOT/HRD/2024/25 (X1 POST)**
Branch: Road Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS ENQUIRIES** : Pretoria (Head Office)
: ND/Bachelor's Degree in Marketing/ Communication/ Transport Management/ Transport Planning/ Project Management
: Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Road Safety Promotions"
- POST 30/147** : **ROAD INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRD/2024/26 (X1 POST)**
Branch: Road Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
: ND/Bachelor's Degree in Civil Engineering/Transport/Transport Planning/ Project Management.

- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Road Infrastructure and Industry Development"
- POST 30/148** : **MARITIME SAFETY, SECURITY AND ENVIRONMENT REF NO: DOT/HRD/2024/27 (X1 POST)**
Branch: Maritime Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Maritime Studies/ Environmental Management/ Environmental Sciences
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Safety, Security and Environment"
- POST 30/149** : **MARITIME ENVIRONMENT PROTECTION REF NO: DOT/HRD/2024/28 (X1 POST)**
Branch: Maritime Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Maritime Studies/ Environmental Management/ Environmental Sciences
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Environment Protection"
- POST 30/150** : **MARITIME SAFETY POLICY DEVELOPMENT REF NO: DOT/HRD/2024/29 (X1 POST)**
Branch: Maritime Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in LLB/ Maritime Law/ Maritime Studies/ Transport Economics
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Safety Policy Development"
- POST 30/151** : **MARITIME SAFETY ACCIDENTS, INCIDENTS AND INVESTIGATION REF NO: DOT/HRD/2024/30 (X1 POST)**
Branch: Maritime Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office) REQUIREMENTS : ND/Bachelor's Degree in Maritime Studies/ Transport Management/ Transport Logistics/ Transport Economics
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Safety Accidents, Incidents and Investigation"

- POST 30/152** : **AVIATION AND SECURITY REF NO: DOT/HRD/2024/31 (X1 POST)**
Branch: Civil Aviation
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
: ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport and Logistics Management/Law/B-Juris/ B-Proc/ Security Management/Policing/ Aviation Studies
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Aviation and Security"
- POST 30/153** : **POLICY DEVELOPMENT REF NO: DOT/HRD/2024/32 (X1 POST)**
Branch: Civil Aviation
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
: ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport and Logistics Management/ Law/ B. Proc/ Policy Development Studies.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Policy Development"
- POST 30/154** : **AVIATION INDUSTRY DEVELOPMENT AND AIRFREIGHT REF NO: DOT/HRD/2024/33 (X1 POST)**
Branch: Civil Aviation
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
: ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport and Logistics Management/ Aviation Studies/ Policy Development/ Development Studies
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Aviation Industry Development and Airfreight"
- POST 30/155** : **BILATERAL AFFAIRS: CIVIL AVIATION REF NO: DOT/HRD/2024/34 (X1 POST)**
Branch: Civil Aviation
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
: ND/Bachelor's Degree in Aviation Management/ Aeronautics/ Air-Traffic Management/ International Relations
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Bilateral Affairs"

- POST 30/156** : **PUBLIC TRANSPORT NETWORK DEVELOPMENT REF NO: DOT/HRD/2024/35 (X1 POST)**
Branch: Public Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport Logistics Management.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Public Transport Network Development"
- POST 30/157** : **RAIL ECONOMICS REGULATIONS REF NO: DOT/HRD/2024/36 (X1 POST)**
Branch: Rail Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport Logistics Management.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rail Economics Regulations"
- POST 30/158** : **RAIL TRANSPORT PLANNER REF NO: DOT/HRD/2024/37 (X1 POST)**
Branch: Rail Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Rail Engineering/ Transport Planning
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rail Transport Planning"
- POST 30/159** : **RAIL FREIGHT AND INDUSTRY DEVELOPMENT COORDINATORS REF NO: DOT/HRD/2024/38 (X1 POST)**
Branch: Rail Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport Logistics Management/ Town and Regional Planning.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rail Freight and Industry Development Coordinators"
- POST 30/160** : **RAIL POLICY AND STRATEGIC DEVELOPMENT REF NO: DOT/HRD/2024/39 (X1 POST)**
Branch: Rail Transport
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria (Head Office)

- REQUIREMENTS** : ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport Logistics Management/ Town and Regional Planning
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rail Policy and Strategic Development"
- POST 30/161** : **MODELLING MACRO ECONOMICS ANALYSIS REF NO: DOT/HRD/2024/40 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's Degree in Economics/ Business Management/ Administration/ Public Management.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Modelling Macro Economics Analysis"
- POST 30/162** : **FREIGHT LOGISTICS REF NO: DOT/HRD/2024/41 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's Degree in Transport Management/ Transport Economics/ Transport Logistics Management/ Town and Regional Planning.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Freight Logistics"
- POST 30/163** : **MICRO PLANNING INSTRUMENT AND POLICY COORDINATION REF NO: DOT/HRD/2024/42 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's Degree in Town and Regional Planning/ Transport Planning/ Transport Management/ Transport Economics
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Micro Planning Instrument and Policy Coordination"
- POST 30/164** : **STATISTICAL ANALYSIS REF NO: DOT/HRD/2024/43 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
- REQUIREMENTS** : ND/Bachelor's Degree in Statistics/ Mathematics/ Applied Mathematics
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Statistical Analysis"

- POST 30/165** : **CORRIDOR PERFORMANCE AND PLATFORM INFORMATION REF NO: DOT/HRD/2024/44 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Transport Economics/Logistics/ Supply Chain/ Transport Management/ Data Analysis.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Corridor Performance and Platform Information"
- POST 30/166** : **INTERGRATED CORRIDORS REF NO: DOT/HRD/2024/45 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Transport Economics/ Transport Management/ Logistics/ Supply Chain Management
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Integrated Corridors"
- POST 30/167** : **MODELLING MACRO ECONOMICS ANALYSIS REF NO: DOT/HRD/2024/46 (X1 POST)**
Branch: Integrated Transport Planning
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Economics/ Business Management/ Administration/ Public Management.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Modelling Macro Economics Analysis"
- POST 30/168** : **IT INFRASTRUCTURE: LAN AND DESKTOP SUPPORT REF NO: DOT/HRD/2024/47 (X1 POST)**
Branch: Transport Information System
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
ND/Bachelor's Degree in Information Technology/ Communications/ Computer Science.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "IT Infrastructure: LAN and Desktop Support"
- POST 30/169** : **BUSINESS SYSTEMS REF NO: DOT/HRD/2024/48 (X1 POST)**
Branch: Transport Information System
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria (Head Office)

- REQUIREMENTS** : ND/Bachelor's Degree in Information Technology/ Business Analysis/ Business Administration.
- ENQUIRIES** : Mr. Matimba Maluleke Tel No: (012) 309 3788 or Ms. Maria Mabitsela Tel No: (012) 309 3383
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Business Systems"

Public Transport in Municipality and Provinces

- POST 30/170** : **LIMPOPO REF NO: 2025/1**
Duration: (24 Months)

- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"

- POST 30/171** : **EASTERN CAPE REF NO: 2025/2**
Duration: (24 Months)

- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"

- POST 30/172** : **GAUTENG REF NO: 2025/3**
Duration: (24 Months)

- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"

- POST 30/173** : **WESTERN CAPE REF NO: 2025/4**
Duration: (24 Months)

- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"

- POST 30/174** : **NORTHERN CAPE REF NO: 2025/5**
Duration: (24 Months)

- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.

- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"

- POST 30/175** : **MPUMALANGA REF NO: 2025/6**
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"
- POST 30/176** : **NORTH WEST REF NO: 2025/7**
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"
- POST 30/177** : **FREE STATE REF NO: 2025/8**
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"
- POST 30/178** : **KWAZULU-NATAL REF NO: 2025/9**
Duration: (24 Months)
- STIPEND** : R7 450.75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- REQUIREMENTS** : ND/Bachelor's Degree in Transport Economics/Transport Planning/ Transport Engineering/Civil Engineering/Town and Regional Planning and other transport related qualification.
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipality and Provinces"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 06 September 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 Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. 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. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. 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 applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

ERRATUM: Head Office (Pretoria): Kindly note that the posts of Supply Chain Supervisor with Ref No: 030624/15 and Supply Chain Clerk Production with Ref No: 030624/23 advertised in Public Service Vacancy Circular 17 dated 17 May 2024 has been withdrawn.

MANAGEMENT ECHELON

POST 30/179 : **CHIEF DIRECTOR: WATER SERVICES PLANNING AND INFORMATION**
REF NO: 060924/01
Branch: Water and Sanitation Services Management

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

CENTRE : Head Office Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF 7) in Engineering/Science or relevant qualification. Postgraduate qualification in Water Management will serve as an added advantage. Five (5) to (10) ten years Senior Management experience in WRM, Water Use Authorizations, Water Regulatory environment, Waste Policy and Strategy Development and Project Management experience. A minimum of five (5) years' experience should be as Senior Management level. The disclosure of a valid unexpired drivers license. Sound knowledge of policies and developments in the water sector. Understanding of water service processes e.g. purification and distribution. Financial management background is essential. Solid technical knowledge of the business of WS such as water

- quality, distribution and funding. Strategic capability and leadership. Knowledge and understanding financial, change, programme and project management. Service delivery innovation (SDI). People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
- DUTIES** : The provisioning of strategic leadership to urban and rural water management. Facilitate the development of local government plans for the provisioning of sustainable adequate water services. Provide guidance in the efficient use of water by different sectors and user groups. Establish and maintain systems to monitor and report on the performance of water services authorities and water services providers. The provision of business planning and general management of the directorate. Advise DG, DDG's and Minister on status of WS program and route of interventions through water services information systems and effective planning. Support the planning process by providing guidance and information (e.g. IDP and WSDP).
- ENQUIRIES APPLICATIONS** : Ms Gomolemo Matshego Tel No: (012) 336 7858
: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit.
- POST 30/180** : **CHIEF DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT GRANTS REF NO: 060924/02**
Branch: Water and Sanitation Services Management
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum (Level 14), (all-inclusive salary package)
: Head Office Pretoria
: A Bachelor's Degree (NQF 7) qualification in Project Management or Business Management. An NQF level 7 qualification in the field of Built Environment will serve as an added advantage. Five (5) to ten (10) years Senior Management experience in the water or regulation environment. Five (5) years of experience at a Senior Management level. Experience of project management in water supply background is essential. The disclosure of a valid unexpired driver's license. Knowledge and application of risk management, application of technical reporting writing and water resource management. Knowledge of water resource infrastructure and management. Knowledge and understanding of division of Revenue Act, Public Finance Management Act, strategic capability and leadership. Extensive knowledge and understanding of programme and project management. Knowledge management, service delivery innovation (SDI), change management, people management and empowerment. Problem solving and analysis. Client orientation and customer focus. Excellent communication, accountability and ethical conduct.
- DUTIES** : Facilitate the cooperation with other sector departments to ensure that water targets are achieved. Defines and determines the roles and responsibilities of the different water sector role players within the water targets programme implementation. Facilitates the solicitation and endorsement of the target programme by the water services authorities and provincial political structures. Support the provincial management operations to develop and implement respective regional water services projects. Approves the short-, medium- and long-term interventions proposed by the region and ensure successful implementation. Fast tracks planning and implementation processes to ensure that implementation processes targets are met. Provide oversight and strategic support to ensure that the programme objectives and goals are achieved. Facilitate and co-ordinates the functions of all DWS and non-DWS officials involved in the programme. Provides high level support to Regional Offices, Water Boards and Water Services Authorities. Ensure effective management, coordination, monitoring and reporting of the provincial management Operations Bulk Infrastructure Programme.
- ENQUIRIES APPLICATIONS** : Ms Gomolemo Matshego Tel No: (012) 336 7858
: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit

- POST 30/181** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS (X2 POSTS)**
 Branch: Provincial Operations North West
 Branch: Provincial Operations KwaZulu-Natal
- SALARY CENTRE** : R1 436 022 per annum (Level 14), (all-inclusive salary package)
 : North-West(Mmabatho) Ref No: 060924/03
 : KwaZulu-Natal (Durban) Ref No: 060924/04
- REQUIREMENTS** : A Bachelor's Degree in Natural Sciences or Environmental / Agriculture / Engineering / Economic Science or Hydrology (NQF 7). An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or equivalent will be an added advantage. Eight (8) to ten (10) years' experience in Water and Sanitation and related environment of which five (5) years must be on a Senior Management level. The disclosure of a valid unexpired driver's license. Understanding of Water and Sanitation Engineering and river systems (dams, rivers, pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of industrial relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.
- DUTIES** : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDG's, DG, Deputy Minister and Minister. Manage special programmes and institutional development. Effective Human Resources Management.
- ENQUIRIES APPLICATIONS** : Ms Gomolemo Matshego Tel No: (012) 336 7858
 : Mmabatho / Durban: For purposes of response handling, please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit.
- POST 30/182** : **PROJECT MANAGER: WATER SERVICES REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 060924/05**
 Branch: Water and Sanitation Services Management
- SALARY CENTRE** : R1 216 824 per annum (Level 13), (all-inclusive salary package)
 : Pretoria Head Office
- REQUIREMENTS** : A Bachelor's Degree in Civil Engineering (NQF 7) or equivalent. At least 10 years Programme and Project management experience within the Water Sector environment with specific reference to the infrastructure development of bulk water and sanitation projects for domestic supply. Five (5) years middle/senior managerial experience. The disclosure of a valid unexpired driver's license. Registration as a Professional Engineer /Technologist with Engineering Council of South Africa (ECSA) will be an added advantage. Knowledge and understanding of process facilitation or stakeholder engagement. Must appreciate the value of collaborative decision making e.g. drawing agreements. Understand how government functions. Knowledge networking. Understanding of e-collaboration and networking with sound written and verbal communication skills. Strategic capacity and leadership. Programme and project management. Financial management. People Management and Empowerment Knowledge Management. Chance management.
- DUTIES** : Develop policies on Regional Bulk Water Infrastructure Programme for the component. Ensure that policies bulk infrastructure programme is aligned to strategic plan. Ensure that plan is available for Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly. Water Bulk Infrastructure Programme implemented. Policies are developed and implemented. Monthly reports compiled. Facilitate and support implementation of Regional Bulk Infrastructure Programme for the Region. Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Needs of business sectors catered for on Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly reports. Bulk infrastructure programme implemented in the Region. Business sector needs analysed for proper implementation. Integrated water polices implemented promote

partnerships between government, public entities, private sector and civil society in order to meet WS targets. Support development of provincial sector plans and their alignment to bulk Infrastructure Programme. Regional bulk infrastructure programme implemented in the regions. Various Water sectors consulted on water issues. Needs business sectors consulted on Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly reports. Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Needs analysis of regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Promote partnerships between government, public entities, private sector and Civil Society regarding Bulk Infrastructure Programme in the Region. Ensure that Water Supply is available for all business sectors. Avail raw water supply for all municipalities. Ensure that all other Water key stakeholders are communicated with regarding water issues. Various key stakeholders consulted on water issues. Assure that Water Supply Regional Infrastructure Programme is budgeted for on Medium Term Expenditure Framework. Compile budget for building Water Regional Infrastructure programme. Do monthly reporting. Do early warning systems. Ensure that budgeted funds are used properly MTEF Budget compiled for the region. Ensure that Monitoring and Evaluation for Bulk Infrastructure Programme is conducted properly in the Regions. Compile reports on monitoring and evaluation. Ensure that projects of projects of Water Bulk supply carried out as planned. Ensure that plan is available for Water Bulk Infrastructure Programme are utilized as in accordance with a plan. Implement Water policies for regional bulk supply of water. Compile monthly reports. Polices on regional bulk infrastructure programme are implemented. Monitoring and Evaluation implemented on Bulk Infrastructure programmes.

**ENQUIRIES
APPLICATIONS**

: Ms Gomolemo Matshego Tel No: (012) 336 7858
 : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION

: Recruitment and Selection Unit.

POST 30/183

: **DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: 060924/06**
 Branch: Corporate Support Services
 Dir: Business Continuity Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
 : Pretoria Head Office
 : A relevant tertiary qualification (SAQA NQF level 7). Five (5) years of experience at a middle management level. The disclosure of a valid unexpired drivers license. Be a certified Business Continuity Institute (BCI) member, and be registered with the Institute of Business Continuity Management (Annotate on CV). Other professional affiliations such as the Institute of Internal Auditors, Institute of Risk Management South Africa, South African Institute of Chartered Accountants, etc. will be an added advantage (Annotate on CV). Knowledge of policy development and implementation. Knowledge and understanding of the BCM frameworks and ISO 22301 or SANS 22301 and international best practice on BCM. Understanding of public sector risk management framework. Knowledge of disaster management legislation and related standards. Knowledge of business continuity planning and execution within a public sector institution. Knowledge and understanding of government legislation, financial management and PFMA. Thorough understanding of the relationship between enterprise-wide risk management, business continuity management and disaster management. Knowledge of techniques and procedures for the planning and execution of government operations. Understanding of corporate governance principles. Understanding of programme and project management principles. Knowledge of relationship management, problem solving and analysis. People management and development. Change management. Client orientation and customer focus. Excellent communication skills. Ability to collaborate with management, EXCO / top management. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES

: Ensure the development and implementation of BCM strategy leveraging existing efforts and best practices. Provide timeous advice to EXCO on the progress or any business interruption events in the implementation of BCM programme. Ensure compliance with statutory and regulatory requirements,

industry standards and overall business continuity and disaster management requirements. Provide strategic leadership and management to the directorates business continuity management (BCM). Establish strategic partnerships, liaise extensively with all stakeholders, and represent DWS at various BCM advisory forums. Ensure continuity planning events management, facilitation of the departmental event exercises (drills), the development and the implementation of BCM awareness and training programmes in the department.

ENQUIRIES : Mr. M. Malindisa, Tel No: (012) 336 8084
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit.

POST 30/184 : **DIRECTOR: DEPARTMENT INFORMATION SECURITY OFFICER (DISO)**
REF NO: 060924/07
 Branch: Corporate Support Services
 (Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R1 216 824 per annum (Level 13), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor's Degree at NQF 7 qualification in ICT or related field. Certified Information Systems Security Professional (CISSP) and/or Certified Information Security Manager (CISM). Five (5) to ten (10) years' experience in ICT. Minimum of (5) Five years experience should be at a specialist/middle management in cyber security. Demonstrated experience in cyber security, risk management and OT (operational technology) security. Demonstrated technical and tactical experience in the field of cybersecurity, including information security and compliance. Knowledge of information and cybersecurity models and frameworks, and risk management. Knowledge and understanding of relevant legal and regulatory requirements, such as data privacy, POPIA and MISS. Familiarity with information management practices, IT Governance, system development life cycle management, IT services management, infrastructure and operations, and enterprise architecture. Knowledge of business ecosystems, (SaaS) software as a service, (IaaS) infrastructure as a service, (PaaS) platform as a service, SOA, APIs, open data, microservices and predictive analytics. Exceptional soft / interpersonal skills, including teamwork, facilitation, and negotiation skills. Excellent analytical and technical skills. Excellent written, verbal, communication, and presentation skills. Excellent planning and organizational skills. Excellent stakeholder management skills. Knowledge and understanding of social engineering concepts. Knowledge and understanding of operating systems, middleware, and databases. Knowledge of project management methodologies and processes. Knowledge and understanding of network connectivity. Take a holistic system perspective. Empathizes with multiple points of views.

DUTIES : Lead, develop, implement, and manage the end-to-end information and cybersecurity program of the department. Manage the ICT risk management function to support the overall departmental risk management function. Ensure compliance for cyber security, risk management, data privacy and confidentiality, information security management, including the development of policy standards, processes, and procedures as well as regular cybersecurity management reporting to stakeholders. Oversee the technical security operations function in line with the cybersecurity best practices and communicate to stakeholders through dashboards and reports on cyber and information security in line with cybersecurity frameworks. Develop, implement, and manage the ICT business and service continuity plans including data backup and disaster recovery implementation and testing.

ENQUIRIES : Mr A Kekana Tel No: (012) 336 8701
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit.

NOTE : Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST 30/185 : **DIRECTOR: INTERNAL AUDIT (COMPLIANCE AND PERFORMANCE AUDITS WTE) REF NO: 060924/08**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive salary package)
: Pretoria Head Office
: A Bachelor's Degree (NQF 7) in Auditing (Internal or External)/ Accounting / Risk Management/ Management Accounting fields or equivalent relevant qualification. Six (6) to ten (10) years' experience in Auditing (Internal or External) of which 5 years must be at a middle/senior managerial level. Possession of either one or more of the following Professional certifications: Chartered Accountant (CA); Certified Internal Audit (CIA); Performing an Effective Quality Assessment (PEQA); Certified Government Auditing Professional (CGAP); Certificate in Control Self-Assessment (CCSA); Certified Information System Auditor (CISA); Information Systems Audit Professional (ISAP (SA) and Certified Fraud Examiner (CFE) will be an added advantage (Annotate on CV). The disclosure of a valid unexpired drivers license. Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations. Understanding and knowledge of accounting and other relevant principles (IFRS/GAAP/GRAP). Proven strategic, financial management and leadership capabilities. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information and must be willing to travel extensively, work under pressure and work long/irregular hours.

DUTIES : Provide management support on the facilitation and coordination of internal audit services within the Department. Develop a three-year risk-based strategic internal audit plan and annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits. Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure. Communicate the results of audit and consulting projects via written reports oral presentation on a timely basis to management and the Audit and Risk Committee. Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guidelines and provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Monitor adherence to internal audit standards and procedure.

ENQUIRIES APPLICATIONS : Mr M Motsatsi Tel No: (012) 336 7905
: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

OTHER POSTS

POST 30/186 : **CERTIFICATED ENGINEER REF NO: 030624/09**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern
This is a re-advertisement, applicants who have previously applied must re-apply

SALARY CENTRE : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Bellville

<u>REQUIREMENTS</u>	:	A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years' experience in the application of General Machinery Regulations. The disclosure of a valid unexpired driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.
<u>DUTIES</u>	:	Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Barry Tel No: (041) 508 9705
<u>FOR ATTENTION</u>	:	Southern Operations (Port Elizabeth /Gqeberha): Please email your application quoting the relevant reference number on the subject line to: SORecruit30@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
<u>POST 30/187</u>	:	Mr. MN Jonkerman
<u>SALARY</u>	:	<u>ENGINEER PRODUCTION GRADE A-C REF NO: 060924/10</u> Branch: Infrastructure Management Dir Mechanical Asset Management
<u>CENTRE REQUIREMENTS</u>	:	R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>DUTIES</u>	:	Pretoria Head Office
<u>ENQUIRIES APPLICATIONS</u>	:	A Mechanical Engineering Degree (B Eng/BSC (Eng) or relevant qualification. Three (3) years post qualification Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in Project Management. Knowledge of technical design and analysis. Knowledge and experience in Water Resources Infrastructure Operations. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing and presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work above normal working hours and under pressure as well as travelling country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
<u>FOR ATTENTION</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Approve and supervise engineering works according to prescribed norms and standards. Develop tender specifications. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Office administration and budget planning. Research/literature studies on engineering technology to improve expertise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Drikus van der Walt, Tel No: (012) 336-6781
<u>FOR ATTENTION</u>	:	Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit.

POST 30/188 : **ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 030624/11**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)
This is a re-advertisement, applicants who have previously applied must re-apply

SALARY : R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Gqeberha (Port Elizabeth)
: A Mechanical Engineering degree (B Eng/ BSc Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual, legal requirements and of business planning.

DUTIES : Manage maintenance of mechanical- and electrical infrastructure. Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists, and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.

ENQUIRIES APPLICATIONS : Mr. P Barry Tel No: (041) 508 9705
: Southern Operations (Port Elizabeth /Gqeberha): Please email your application quoting the relevant reference number on the subject line to: SORecruit30@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 30/189 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 030624/12**
Branch: Infrastructure Management Central Operations
Dir Operations Central

SALARY : R376 413 per annum (Level 08)

CENTRE REQUIREMENTS : Central Operations (Pretoria)
: A National Diploma or Degree in Human Resource Management or relevant qualification. Three (3) to five (5) years experience in Human Resources Management. The disclosure of a valid unexpired drivers license. Extensive working knowledge of PERSAL. Knowledge of the Public Service Act, Public Service Regulations and relevant Policies. Computer literacy. Knowledge of administrative procedures, basic Financial management and knowledge of PFMA. Disciplinary knowledge of Human Resources, Problem solving and Analysis.

DUTIES : Facilitate the implementation of human resource policies and procedures, Supervise the implementation and maintenance of human resource administration and/ or human resource provisioning (including leave and Pilir), Provide human resource information services and records management services (HR Registry) and health and wellness programme. Provide support on human resource administration enquiries, Contribute to the development and implementation of Human Resource Plans.

ENQUIRIES APPLICATIONS : Ms. Schwartz I Tel No: (012) 741 7359
: Central Operations (Pretoria). Please email your application quoting the relevant reference number on the subject line to: SHRPP@dws.gov.za or hand deliver to: 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria or post to: the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001.

FOR ATTENTION : Mr. KL Manganyi

POST 30/190 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 030624/13 (X4 POSTS)**
Branch: Infrastructure Management Head Office
Dir: Strategic Infrastructure Asset Management
Sd: Conveyance System

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma in Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in rehabilitation of conveyance systems, specifically in aspects of canals, pipeline, tunnels, pumpstations and reservoirs. Knowledge and experience in civil construction and contract management. Provide inputs into the budgeting process as required. Technical report writing and communication skills. Understanding of procurement processes in the Public Sector is recommended. Proven computer literacy skills and excellent administrative skills is highly recommended. Willingness to travel extensively nationally.

DUTIES : The successful candidate will be responsible for project management of conveyance system rehabilitation projects. Responsible for projects from inception to Close-outs stage. Represent Client and provide technical input during site and technical meetings. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects. Support operational and maintenance of conveyance systems. Ensure through evaluation that planning and design by others is done according to sound and engineering principles. Aid in evaluation of Department of Water and Sanitation conveyance system by means of instrumentation and assessment as required by legislation and /or departmental policies.

ENQUIRIES : Ms N. Hlatini Tel No: (012) 336 8235

APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 30/191 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 030624/14 (X2 POSTS)**
Branch: Provincial Operations Gauteng

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Engineering. Three (3) years post-qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Four years' experience in RBIG, WSIG and MIG will serve as an added advantage. Four years' experience in WSDP and IDP will serve as an added advantage. Good computer literacy skills. Good communication skills (verbal and written) and negotiation skills. Knowledge of Human Resource Policies. A clear understanding of transformation in the Public Service.

DUTIES : Support and monitor implementation of RBIG, WSIG and MIG projects in municipalities across Gauteng Province. Support and assist municipalities with the development of WSDP and IDP. Support and monitor implementation of USDG projects. Monitor and evaluate project progress. Attend monthly and quarterly meetings. Provide monthly and quarterly project progress reports. Project Management. Assist with water services complaints. Water conservation and water demand management advocacy. Represent the department in relevant IGR structures.

ENQUIRIES : Ms T Rakgotho Tel No: (012) 392 1362

APPLICATIONS : Gauteng Provincial Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to: Bothongo Plaza East,

285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception or post to:
Department of Water and Sanitation, Private Bag X995, Pretoria 0001.

FOR ATTENTION : Ms A Nyathi

POST 30/192 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (MECHANICAL)**
REF NO: 030624/15
Branch: Infrastructure Management: Southern Operation
Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS :
: Uitkeer
: A National Diploma in Mechanical / Electrical Maintenance Engineering. Three (3) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications skills. Knowledge of legal compliance, technical report writing and technical consulting. Good communication skills both (verbal and written). Problem-solving and analysis skills.

DUTIES : Render technical services. Assist engineers, technologists, and associates in field-workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical and related personnel and assets.

ENQUIRIES APPLICATIONS :
: Mr. S Cannon, Cell No: (060) 543 8319 / Tel No: (042) 243 1172
: Southern Operations (Port Elizabeth /Gqeberha): Please email your application quoting the relevant reference number on the subject line to: SORecruit30@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 30/193 : **ACCOUNTING CLERK REF NO: 060924/16**
Branch Finance Accounts Payable -WTE

SALARY : R216 417 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior / Grade 12 certificate with Accounting/Mathematics. A National Diploma or Degree in Financial Accounting/Financial Management /Cost and Management Accounting and experience in financial management will be an added advantage. Knowledge of clerical function, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of public service financial legislations, procedures and Treasury Regulations (PFMA, GAAP, GRAP financial manual). Knowledge of basic financial operating systems (SAP system, PERSAL, BAS, LOGIS, etc). Basic understating of Reconciliations, procure to pay process and Accruals. Knowledge management, people and diversity management. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct.

DUTIES : Receive, record, monitor Invoices from suppliers on Invoice Tracking Register, Compile sources documents and capture invoices to pay Sundry and Purchase Order suppliers, including Journals on SAP System. Ensure payments are done within 30 days. Management of Sundry Vendor Master Registration on SAP System. Attend to queries from Regional and Provincial Offices.

ENQUIRIES
APPLICATIONS

: Mr. Willie Tsoenyane, Tel No: 060 569 2645
: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit30HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION
NOTE

: Recruitment and Selection Unit
: Preference will be given to Coloured Females/Males, African Males/Females, Indian Females/Males, White Females/Males and Persons with disabilities are encouraged to apply.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

- APPLICATIONS** : Applications for the Department of Community Safety, Roads and Transport to be hand delivered or couriered to: Director: HRM, Department: Community Safety, Roads and Transport, 45 Charlotte Maxeke Street, Perm Building, Bloemfontein or via erecruitCSRT@freetrans.gov.za
- CLOSING DATE** : 06 September 2024
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa/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 by the Applicant. The application must indicate the correct Job title, the office where the position is advertised, and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

MANAGEMENT ECHELON

- POST 30/194** : **OFFICE MANAGER: OFFICE OF THE HOD REF NO: FS CSRT 01/08/2024**
- SALARY** : R1 216 824 per annum (Level 13), inclusive salary package. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : Three year recognized National Diploma or degree in Public/Business Administration/Office Management or equivalent qualification, 3 – 5 years' experience at a junior management level/supervision, of which 3 years' experience should be in the administrative/secretariat and/ or related field, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excel & PowerPoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS

(Nyukela). Skills & Knowledge: Knowledge and understanding of public service policies and procedures, knowledge of the functioning of Provincial Government, knowledge of MS Word, Excel and PowerPoint. Knowledge on the setting up and maintenance of a record system, Accurate recording of decisions at meetings and Knowledge and understanding of departmental policies. Ability to Execute research/analyse complex information to compile documents, Draft documentation like submissions, letters, etc. Plan activities, Co-ordinate and integrate the activities of the office, Communicate effectively, Work under pressure. Work in a team, ability to judge circumstances objectively, Excellent interpersonal relations, Act in a professional manner, Supervisory Skills, Ability to work without supervision. Relevant Public Service and departmental prescripts, Computer literacy, Verbal and written communication skill, Interpersonal skill, project management skill and working relations with other departments (National and Provincial), Private sector and colleagues.

DUTIES

: Manage Engagements of the Head of Department: Ensure that the Personal Assistant compiles realistic programmes of appointments and journeys for the Head of Department, Liaise with and/or sensitize the Head of Department regarding priority appointments. Render administrative support services: Set up and maintain systems in the Office of the Head of Department that will contribute towards improving efficiency in the office, Ensure, oversee and advise on the effective flow of information and documents to and from the Office of the Head of Department, Oversee the safekeeping of all documentation in the Office of the Head of Department, Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders, Draft responses with regard to more complex issues for internal and external stakeholders, Prioritize matters to be attended to by the Head of Department, Co-ordinate and compile reports of a transverse nature for the HOD and advise/sensitize the Head of Department on reports to be submitted (for example to Provincial Departments, Municipalities, Components etc.), Follow-up on reports to be submitted (for example by Provincial Departments, Municipalities, Components, etc.) to the Office of the Head of Department), Compile presentations for the Head of Department. Execute research, analyze information and compile complex documents for the Head of Department: Research and compile comprehensive documents for the Head of Department with regard to issues forthcoming from meetings such as FOHOD, MINMEC etc, Compile EXCO Memoranda and PROPAC memoranda, Scrutinize complex submissions/reports and make notes and/or recommendations for the Head of Department with regard to the documents. Provide support to the Head of Department with regard to meetings: Scrutinize documents to determine actions/information/documents required for the meeting, Collect and compile information for the Head of Department with regard to issues that need to be discussed at meetings, Record minutes/decisions and communicate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation to adequately prepare the Head of Department, Arrange for the placements of items on the agenda of meetings chaired by the Head of Department and to ensure circulation thereof, Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage the budget of the Office of the Head of Department: Determine and collate information with regard to the budget needs of the Office of the Head of Department, Keep record of expenditure commitments, monitor expenditures and alert the Head of Department with regard to possible over-and under spending, Identify the need to move funds between items and compile submissions for this purpose. Supervise subordinates: Monitor and evaluate the performance of the Staff in the Office of the Head of Department, Manage the human resource aspects related to the staff in the Office of the Head of Department including the leave register, telephone accounts etc. Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Head of Department: Keep abreast with the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly, remain abreast with the procedures and processes that apply in the Office of the Head of Department.

ENQUIRIES

: Mr. M. Matsuma at (083) 707 8265

OTHER POSTS

POST 30/195 : **PERSONAL ASSISTANT (HEAD OF DEPARTMENT) REF NO: FS CSRT 03/08/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Head Office (Bloemfontein)
REQUIREMENTS : Three years relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures. Batho Pele Principles. Skills: Communication. Analytical. Computer literacy. Interpersonal. Organizing and Planning. Telephone etiquette.

DUTIES : Manage the Head of Department's diary and prioritise the Head of Department's meetings. Inform the Head of Department ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Head of Department. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Heade of Department I. Undertake follow-ups on issues raised by the Head of Department to stakeholders (internal and external). Draft summaries for the Head of Department in relation to documents submitted for the Head of Department's attention. Perform any other duties as requested by the Head of Department.

ENQUIRIES : Mr. M. Matsuma at (083) 707 8265

POST 30/196 : **SENIOR INTERNAL AUDITOR REF NO: FS CSRT 04/08/2024**

SALARY : R376 413. per annum (Level 08)
CENTRE : Head Office (Bloemfontein)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Internal Auditing with 2-3 years relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's license. Knowledge and Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles. Good presentation, interviewing, client and interpersonal relationship skills. Exceptional analytical and decision-making skills. Diversity awareness. Ability to pay attention to detail. Deadline driven and willingness to work under pressure and travel when required, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral and written communication skills. Good organizational and administrative skills. The candidate must possess a valid driver's license. Ability to assist with the supervision and coaching of internal audit interns and learners. Honesty and integrity, independence and good judgement.

DUTIES : Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits. Assist in Developing strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance 60 to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.

ENQUIRIES : Ms. L. Prins-Bademan at (081)578 0016

POST 30/197 : **ROAD WORKERS (X9 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Xhariep District: Trompsburg Ref No: FS CSRT 02/08/2024 (X5 Posts)
Motheo District: Dewetsdorp Ref No: FS CSRT 03/08/2024 (X2 Posts)

		Thabo Mofutsanyana District: Ficksburg Ref No: FS CSRT 04/08/2024 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, good eyesight, Teamwork.
<u>DUTIES</u>	:	Support road construction and/or maintenance through the following: construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. The setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools.
<u>ENQUIRIES</u>	:	Mr. H. Du Plessis at (082) 0599 736
<u>POST 30/198</u>	:	<u>ROAD WORKERS (OPERATORS) (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R155 148 per annum (Level 03)
	:	Xhariep district: Rouxville Ref No: FS CSRT 05/08/2024 (X1 Post) Trompsburg Ref No: FS CSRT 06/08/2024 (X2 Posts) Faurismith Ref No: FS CSRT 07/08/2024 (X1 Post) Petrusburg Ref No: FS CSRT 08/08/2024 (X1 Post)
	:	Motheo District: Dewetsdorp Ref No: FS CSRT 09/08/2024 (X1 Post) Bloemfontein Ref No: FS CSRT 09/08/2024 (X1 Post)
	:	Thabo Mofutsanyana District: Senekal Ref No: FS CSRT 10/08/2024 (X1 Post) Bethlehem Ref No: FS CSRT 11/08/2024 (X1 Post) Harrismith Ref No: FS CSRT 12/08/2024 (X1 Post)
	:	Lejweleputswa District: Winburg Ref No: FS CSRT 13/08/2024 (X1 Post) Boshof Ref No: FS CSRT 14/08/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, good eyesight, Teamwork.
<u>DUTIES</u>	:	Utilisation and maintenance of road building equipment e.g. Grader, bull dozer, fond end loader and tipper truck. Execute daily administrative functions within team context according to prescripts. Planning, organizing and execution of road maintenance activities inclusive material, tools and equipment needed on a daily basis. Adherence to prescribed quality standards on a daily, weekly and monthly basis. Performance feedback of team in regard to production, costs and quality of completed works to Road Works Foreman daily, weekly and monthly. Measurement of production and calculating daily cost/unit costs. Monitor and evaluate progress and quality of works on site and record findings of road maintenance activities. Inventory control of equipment/material store, tools and office furniture. Supervision of resources allocated for road maintenance according to policy and prescripts. Motivate, control and discipline the team by means of acceptable management practices, disciplinary code and grievance procedures. Maintain safety regulations applicable to work team and road safety on site. Attending meetings and communicate with other personnel of the district.
<u>ENQUIRIES</u>	:	Mr. H. Du Plessis at (082) 0599 736

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

POST 30/199**HEAD CLINICAL UNIT - OBSTETRICS AND GYNAECOLOGY: GRADE 1
REF NO: WRHD/07/08/2024**

Directorate: West Rand District Clinical Specialists Team – Obstetrics and Gynaecology

- SALARY** : Grade 1: 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)
- CENTRE** : West Rand Health District
- REQUIREMENTS** : MBChB Qualification or equivalent, HPCSA Registration as a Medical Specialist in Obstetrics and Gynaecology, Current registration with the HPCSA as a Specialist in Obstetrics and Gynaecology plus, proof of current HPCSA Registration card 2024 / 2025 (submitted only when shortlisted). A minimum of five (5) years post registration experience as a Specialist in Obstetrics and Gynaecology. A valid driver's license. Other skills/requirements: Understanding of the District Health system and the challenges that face maternal service delivery within this context. Knowledge and understanding of Clinical Governance. Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Comprehensive knowledge of HIV/AIDS provision and management relevant to local situation. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Servants Legislations, regulations and policy. Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. Supervision and leadership insight: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning and people management. Computer literate and data management.
- DUTIES** : Provision of specialist services in Obstetrics and Gynaecology to clinics, MOUs, District hospitals and regional hospitals. Capacity building in PHC/MOUs and District hospital and provision of outreach services with focus on improving women health. Reduction in maternal and perinatal mortality and development of intervention to most common cause of maternal deaths including HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the clinics, district hospitals and regional hospital complex. Develop and implement protocols for Obstetrics and Gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in critical conditions involving maternal morbidity and mortality as well as stillbirths and low birth weight.
- ENQUIRIES** : Ms. T.H.E Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted

candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 06 September 2024 @ 16h00. No applications will be considered after the closing date.

POST 30/200 **HEAD CLINICAL UNIT – PAEDIATRICS: GRADE 1 REF NO: WRHD/08/08/2024**

Directorate: West Rand District Clinical Specialists Team – Paediatrics

SALARY : Grade 1: 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)

CENTRE : West Rand Health District

REQUIREMENTS : MBChB Qualification or equivalent, HPCSA Registration as a Medical Specialist in Paediatrics, Current registration with the HPCSA as a Specialist in Paediatrics plus, proof of current HPCSA Registration card 2024 / 2025 (submitted only when shortlisted). A minimum of five (5) years post registration experience as a Specialist in Paediatrics. A valid driver's license. Other skills/requirements: Understanding of the District Health system and the challenges that face maternal service delivery within this context. Knowledge and understanding of Clinical Governance. Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Comprehensive knowledge of HIV/AIDS provision and management relevant to local situation. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Service Legislations, regulations, and policy. Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. Supervision and leadership insight: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning and people management. Computer literate and data management.

DUTIES : Provision of specialist services in Paediatrics to clinics, MOUs, District hospitals and regional hospitals. Capacity building in PHC/MOUs and District hospital and provision of outreach services with focus on improving women health. Reduction in maternal and perinatal mortality and development of intervention to most common cause of maternal deaths including HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the clinics, district hospitals and regional hospital complex. Develop and implement protocols for Paediatrics. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in critical conditions involving maternal morbidity and mortality as well as stillbirths and low birth weight. Overall management of the District Clinical Specialists Team.

ENQUIRIES : Ms. T.H.E Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)

APPLICATIONS : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the

Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

- CLOSING DATE** : 06 September 2024 @ 16h00. No applications will be considered after the closing date.
- POST 30/201** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: REFS/021305 (X1 POST)**
Directorate: Clinical Service
- SALARY** : Grade 1: R1 271 901 per annum, (all package inclusive)
Grade 2: R1 451 214 per annum, (all package inclusive)
Grade 3: R1 680 780 per annum, (all package inclusive)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as a medical Specialist. MBChB & Fellowship/Mmed or equivalent in the relevant medical specialty (Internal Medicine), Current Registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice. **Grade 1:** no experience after registration with the HPCSA as Medical Specialist in a recognised Specialty, **Grade 2:** a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in a recognised Specialty and **Grade 3:** a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised Specialty.
- DUTIES** : Co-ordination of Internal Medicine Services in General Medicine and/or Subspecialty. Clinical – Comprehensive Patient Care, supervise registrars in Internal Medicine, MOs, Interns and Students, Conduct ward rounds, OPD work, Intra-and Interdisciplinary Consultations and other Health facilities. Outreach - to Level 1 and 2 Health facilities. Management/Administrative – Specialty and/or Subspecialty duties in Internal Medicine Department. Teaching – Organize and supervise clinical and theoretical teaching of undergraduate and postgraduate students. Participate in University teaching programs and examinations. Research – Own; and supervision of higher degrees: MMed, MSc and PhD. Meetings: Attendance at Academic, Hospital Administrative/Management meetings, Department of Health and University as allocated by the Supervisor.
- ENQUIRIES APPLICATIONS** : Prof ND Madala Tel No: (012) 521 3276
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za> .
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E,

F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 06 September 2024
- POST 30/202** : **MEDICAL SPECIALIST REF NO: REFS / 021326**
Directorate: Critical Care
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
: MBChB or equivalent qualification that allows registration with the HPCSA as an independent Medical Specialist. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics and Gynaecology, Otolaryngology, Cardiothoracic, or Neurosurgery. **Grade1:** No Experience required. **Grade 2:** a minimum of five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist. **Grade 3:** a minimum of ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. The candidate must have a Certificate in Critical Care.
- DUTIES** : The Critical Care Intensivist is the multi-disciplinary Critical Care team leader who manages high dependency Unit and Critical Care Unit patients. Specific duties include full-time clinical services provision within the Critical Care Unit. 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. This work will include after-hours work (weekends and weekdays). The incumbent will be expected to oversee the development of appropriate referral pathways. Supervision of MMED undergraduate and postgraduate teaching. The incumbent will be expected to train Fellows in Critical Care, and medical registrars for CMSA training requirements. The candidate must also be willing to examine at the CMSA for specialist and super-specialist exams. Essential Skills include: 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 is advantageous; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.
- ENQUIRIES APPLICATIONS** : Dr. M Mbeki Tel No: (012) 373 1051
: Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. 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 Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "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?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

- CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.
- POST 30/203** : **MEDICAL SPECIALIST: OPHTHALMOLOGY REF NO: REFS/021327**
Directorate: Ophthalmology
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB or equivalent qualification that allows registration with the HPCSA as an independent Medical Specialist Ophthalmology. FC Ophth (SA) and MMed (Ophth). Registration as a specialist Ophthalmology with the HPCSA. **Grade 1:** No experience required. **Grade 2:** minimum of five (5) years appropriate

experience as a medical specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** minimum of ten (10) years appropriate experience as Medical Specialist after registration with the HPSCA as a Medical Specialist. Research and teaching experience will be an added advantage.

DUTIES

: Successful candidates will be responsible for the rendering of clinical services and surgical patient care as an ophthalmology specialist for inpatient and out-patient, which includes after-hours work (weekdays and weekends). Teaching and supervision of Registrars, Medical Officer's, Interns and undergraduates. Undertake and supervise research in the ophthalmology department. Administrative duties to ensure smooth running of the department, including compiling of reports and stats. Interdepartmental engagements including collaboration with Ophthalmology department at Steve Biko Academic Hospital. Render any other duties as assigned by the Head of the Unit.

ENQUIRIES

: Dr A Sewanywa Tel No: (012) 318- 6995

APPLICATIONS

: Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.

NOTE

: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. 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 Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "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?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

- CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.
- POST 30/204** : **MEDICAL SPECIALIST REF NO: REFS/021328**
Directorate: Urology
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB or equivalent qualification that allows registration with the HPCSA as an independent Medical Specialist in Urology **Grade 1:** No experience required. **Grade 2:** minimum of five (5) years appropriate experience as a medical specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** minimum of ten (10) years appropriate experience as Medical Specialist after registration with the HPSCA as a Medical Specialist. Current registration with HPCSA (2024). Competencies (knowledge/skills): Excellent team player. 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. Knowledge in Urology including provision of direct clinical and surgical care, supervision and mentoring of subordinates, management of teams.
- DUTIES** : Provide supervision and leadership within the Department of Urology at Kalafong Provincial Tertiary H and provide excellent clinical and surgical service delivery, a strong teaching and training program and relevant research. Liaise with other surgical specialties at Kalafong Provincial Tertiary Hospital /Steve Biko Academic Hospital and with clinicians in the cluster to provide comprehensive Urology services. Responsible for all management activities within Urology department, including related management activities within Kalafong Provincial Tertiary Hospital in order to maintain the quality of outputs while ensuring optimum utilization of fiscal and human resources, and the timeous reporting and redress of Patient Safety Incidents. Initiate, undertake and supervise relevant research in Urology. The successful candidate will be responsible for training and teaching of undergraduate and post-graduate students.
- ENQUIRIES** : Dr A Sewanywa Tel No: (012) 318 6995
- APPLICATIONS** : Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. 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 Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “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?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of

registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

CLOSING DATE : 13 September 2024. Late applications or faxed applications will not be considered.

POST 30/205 : **MEDICAL SPECIALIST REF NO: REFS/021348**
Directorate: General Surgery

SALARY : Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Specialist in General surgery. **Grade 1:** No experience required. **Grade 2:** minimum of five (5) years appropriate experience as a medical specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** minimum of ten (10) years appropriate experience as Medical Specialist after registration with the HPSCA as a Medical Specialist. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. Ability to initiate and conduct research will be an advantage. Ability to work in a multi-disciplinary team is

DUTIES

necessary. The candidate must be able to work independently and under pressure, and provide after hours, on-call cover.

: Provision of a compressive clinical and surgical service for general surgery patients at Kalafong Academic Hospital. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns and nurses. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOD. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Prof O.D Montwedi Tel No: (012) 373 1004

: Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.

NOTE

: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. 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 Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “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?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 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, request reasons from the Department for any administrative

action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

CLOSING DATE : 13 September 2024. Late applications or faxed applications will not be considered.

POST 30/206 : **PHARMACIST GRADE 1-3 REF NO: REFS/021329**
Directorate: Pharmacy

SALARY : Grade 1: R804 609 - R853 980 per annum, (all inclusive)
Grade 2: R869 796 - R921 906 per annum, (all inclusive)
Grade 3: R949 146 - R1 006 809 per annum, (all inclusive)

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with Bachelor of Pharmacy degree (B Pharm) accredited by the South African Pharmacy Council (SAPC). Registration as a Pharmacist with the South African Pharmacy Council (SAPC) as a pharmacist in the year 2024. Experience or Proficiency in using Rx Solutions software and MS Office. Continuous professional development from the South African Pharmacy Council for the 2023 year (submit proof when shortlisted). Knowledge of the Pharmacy Act 53 of 1974, Medicine and related substance Control Act 101 of 1996 as amended. Excellent numeracy skills, good communication and interpersonal skills. Willingness to do overtime and to be on call. Willingness to be a tutor to learner pharmacist assistants and/or pharmacist interns. Good time management and computer literacy. Commitment to service excellence, innovation and analytical thinking based on sound ethical principles. Ability to manage conflict and apply discipline. Ability to manage and co-ordinate productivity and be part of an interactive team. Ability to communicate effectively with all levels of staff and the public.

DUTIES : Provision of effective pharmaceutical care and service at Kalafong Hospital Pharmacy in accordance to the scope of practice of a Pharmacist. Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substance as prescribed according to hospital Standard Operating Procedure. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow-up to ensure the patients medicine-related needs are met. Comply with standard operating procedures and statutory regulations (GPP, GMP and PFMA). Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines. Stock control and correct handling and storage of medicines. Consulting with Medical Officers to ensure compliance to standard treatment guidelines and EML. Providing in-service training, promoting the rational and safe use of medicines and monitoring availability to essential medicines. Supervision of Pharmacist Assistants and Interns. Promote efficient and effective public health services in line with Batho Pele Principles. Implement measures to prevent fruitless and wasteful expenditure according to the PFMA. Evaluate and manage staff performance and development within your area. Ensure that section 21 medicine procedures are adhered to by health professionals and schedule five (5) and six (6) are balanced and maintained.

ENQUIRIES : Mr. B Mgoqi Tel No: (012) 318- 6839
APPLICATIONS : Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.

NOTE : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. 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 Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “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?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

- CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.
- POST 30/207** : **ASSISTANT MANAGER SPECIALTY PN-B4 INTENSIVE CARE NURSING SCIENCE (DAY/NIGHT DUTY) REF NO: REFS/021194 (X1 POST)**
Directorate: Nursing
- SALARY** : R715 977 per annum, plus benefits
- CENTRE** : Dr George Mukhari Academic Hospital

REQUIREMENTS

: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty (Intensive Care Nursing Science). Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Degree/Diploma in Nursing Education and computer literacy will be an added advantage. Service record will be submitted by shortlisted candidates.

DUTIES

: Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with people of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyse reports to improve quality of patient care. Manage resources effectively and efficiently in the specific area. Must be prepared to work night shifts and relieve the supervisor when need arise. Ability to function as part of a team and display good.

ENQUIRIES

: Ms. PT Zulu (Acting Senior Nurse Manager) Tel No: (012) 529 3463

APPLICATIONS

: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment

within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

:

06 September 2024

POST 30/208

:

HOD PRIMARY CARE NURSING (PCN) PND III REF NO: REFS/021143

Directorate: Gauteng College of Nursing

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

SALARY

:

R676 068 – R794 622 per annum, (plus benefits)

CENTRE

:

Gauteng College of Nursing (GCON): SG Lourens Campus

REQUIREMENTS

:

A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e., diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. Currently registered with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post-basic qualification in Nursing Education. A post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care programme (R.48). Master's degree in nursing. Computer literacy. Valid driver's licence. skills and knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES

:

Coordinate the facilitation of teaching and learning in theory and Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.

ENQUIRIES

:

Mr. CAM Molokwane Tel No: (012) 319 5620 All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za> /. For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

NOTE

:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applications will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE

:

06 September 2024

<u>POST 30/209</u>	:	<p><u>HOD STUDENT AFFAIRS REF NO: REFS/021139</u> Directorate: Gauteng College of Nursing This is a re-advertisement those who previously applied are encouraged to reapply</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R676 068 – R794 622 per annum, (plus benefits) Gauteng College of Nursing (GCON): SG Lourens Campus Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. Currently registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification procedures related to management of data/records. Ability to work in a team and under pressure. Drivers' licence. Computer literate. Knowledge of procedures and processes related to undergraduate and postgraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Computer skills in MS Word, MS Excel, MS PowerPoint.</p>
<u>DUTIES</u>	:	<p>Management and supervision of the Student Affairs Department which includes planning, monitoring processes for statistical data collection and analyse data, develop reports, monitoring of reporting systems and instruments; dealing with students' matters such as registration, course terminations, course extensions, student appeal, planning and implementation of graduation and prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance. Ensure proper, accurate and timeous communication of students' examination results. Manage, supervise, monitor, and report on all Student Affairs matters. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus.</p>
<u>ENQUIRIES</u>	:	<p>Mr. CAM Molokwane Tel No: (012) 319 5620 All applications should be submitted online only at http://professionaljobcentre.gpg.gov.za /. For assistance with online applications please e-mail your query to recruitment@gauteng.gov.za</p>
<u>NOTE</u>	:	<p>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 (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.</p>
<u>CLOSING DATE</u>	:	<p>06 September 2024</p>

<u>POST 30/210</u>	:	<u>HOD STUDENT COUNSELLING AND DEVELOPMENT REF NO: REFS/021146</u> Directorate: Gauteng College of Nursing NB: This is a re-advertisement those who previously applied are encouraged to reapply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R676 068 – R794 622 per annum, (plus benefits) Gauteng College of Nursing (GCON): SG Lourens Campus Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. Currently registered with SANC. Diploma in psychiatric Nursing or Psychology level 3. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. Drivers' licence. Knowledge of procedures related to management of data/records. Ability to work in a team and under pressure. Knowledge of procedures and processes related to undergraduate and Postgraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Computer skills in MS Word, MS Excel, MS PowerPoint.
<u>DUTIES</u>	:	Management and supervision of the Student Counselling and Development Department. Plan and manage learner counselling and support programmes. Implement life and study skills for students. Assessment and referral of individual students with personal problems. Promote general welfare, personal and professional development of students. Support and guidance of students. Conduct classroom presentation to improve academic performance. Policy development, review, and evaluation. Participate in planning and implementation of graduation and Prize giving ceremonies. Report on all Student Counselling matters. Communicate with the relevant stakeholders to ensure an effective teaching and learning environment. Participate in the daily management of the Campus activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. CAM Molokwane Tel No: (012) 319 5620 All applications should be submitted online only at http://professionaljobcentre.gpg.gov.za/ For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	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 (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/211</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: JHD/D/13 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R656 964 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Diepkloof Clinic
	:	A 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. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year, accredited with SANC in the specialty relevant to PHC setting. A minimum of 09 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and a valid driver's license are essential.
<u>DUTIES</u>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic 127 compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. Mazibuko Tel No: (011) 527 1086
	:	Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.
<u>NOTE</u>	:	The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/212</u>	:	<u>ASSISTANT DIRECTOR REF NO: REFS/021324</u> Directorate: Nuclear Medicine
<u>SALARY</u>	:	R605 550 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
	:	Appropriate qualification that allows registration with HPCSA in Nuclear Medicine Radiography. Registration with the HPCSA as Nuclear Medicine Radiographer. An appropriate 03 years' experience after registration with the

HPCSA in Nuclear medicine radiography. The following will be added advantage: Understanding of the relevant Acts prescripts and legislation. Relevant experience in Human Resources and financial administration. Demonstrate the ability to use Health experience in Human resource planning to and development in line with the vision and mission of the Department of Health as well as the institution. A minimum of 5 years as a practising Nuclear Medicine Radiographer. Knowledge and skills Knowledge of Public Service legislation, policies, and procedures, Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as Public Finance Management Act. Must have good understanding of public hospital operational system. Demonstrate effective interpersonal, strategic planning organizational supervisory skills and leadership qualities.

DUTIES : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff in your area. Manage the ordering of radiopharmaceuticals, radioisotopes, and general consumables. 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 Head of department. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulation. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stake holders. NB: Applications should be prepared to undergo medical surveillance as an inherent job requirement.

ENQUIRIES : Prof M.Vangu Tel No: (011) 488 3608
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, African Females, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and African Males are encouraged to apply.

CLOSING DATE : 06/09/2024

<u>POST 30/213</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: CCRC/COT/2024</u> Directorate: Clinical Services
<u>SALARY</u>	:	R545 262 per annum, (plus benefits)
<u>CENTRE</u>	:	Cullinan Care & Rehabilitation Centre (CCRC)
<u>REQUIREMENTS</u>	:	A degree in occupational therapy. Completion of community service in occupational therapy. Registration with the Health Profession's Council of South Africa (HPCSA) as an occupational therapist with independent practitioner status and current registration for the period 2024/25. A minimum of 5 years appropriate experience (excluding community service), of which 2 years should include supervisory experience. Experience in rehabilitation of physical conditions. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Experience in a public service hospital and post-graduate training in physical rehabilitation would be an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for management of all Occupational therapy service related to the acute care facility including treatment, record-keeping, effective quality service delivery, human resource management of Occupational Therapists and midlevel workers, financial and stock management, Quality improvement projects, risk management, training and development of the OT staff. Your clinical duties will include the execution of the Occupational therapy process with your clinical case load in the MDT setting, allocating workload and leave management. Identifying departmental needs, managing waiting lists, participating in implementing new service and developing management protocols for improved patient care. Assist in the management of all resources of the Occupational therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Attend relevant meetings and assume relevant functions on behalf of the Head of Department or as delegated. Participate in continuous professional development and facilitate those of subordinates according to HPCS and government regulations in allocated areas of work, as well as promoting and carrying out research and other projects in own work area. Provide training and supervision to allocated Occupational therapy students as required and adhere to and implement all relevant policies, procedures, standards and legislation.
<u>ENQUIRIES</u>	:	Technical Enquiries: Dr. Seopela VO Tel No: (012) 734 7000, ext. 246 HR Enquiries: Ms. MB Mentoor Tel No: (012) 734 7000
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address: brenda.gededzha@gauteng.gov.za . Please use the reference as the subject or alternatively submit to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
<u>NOTE</u>	:	Applicants must submit a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/214</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1-3 REF NO: BGH/08/2024</u> Directorate Nursing Division: Diagnostic Radiography
<u>SALARY</u>	:	Grade 1: R465 645 - R530 343 per annum, (plus benefits) Grade 2: R545 262 - R623 229 per annum, (plus benefits) Grade 3: R641 436 - R689 430 per annum, (plus benefits)
<u>CENTRE</u>	:	Bertha Gxowa Hospital

- REQUIREMENTS** : National diploma or degree in Diagnostic Radiology Qualification. Current Registration with HPCSA as an Independent Diagnostic Radiographer. **Grade 1:** No experience required after registration with HPCSA in relevant profession. **Grade 2:** 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. **Grade 3:** 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Must have completed community service as requirements of the professional body. Computer literacy is essential as all the x-rays units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is Essential.
- DUTIES** : The preparing the patients for the ultrasound examination, selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information use ultrasound machines to view and interpret imaged with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload/running of the department. Must have knowledge of the department functions and equipment. Ensure that department is adequately maintained. Attend meetings, seminar and congresses to keep up to date with the new advance in technique and technology. Monitor stock in the stock room and examination room. Maintain adequately weekly, monthly, annual patient statistic. promote teamwork, cooperative work relationship amongst staff members and other health care workers. Liaise with specialist for more information or help in department about patients. Supervision and training of student sonographer and registrar. To able to provide a 24-hour radiographic service.
- ENQUIRIES APPLICATIONS** : Mr. R. Mbatha Tel No: (011) 278 7650
: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston. Applicant may apply online at www.professionaljobcenter.gpg.gov.za , and the newly acquired Departmental electronic-Health jobs system: www.healthjobs.co.za . Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. 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). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 13 September 2024

<u>POST 30/215</u>	:	<u>RADIOGRAPHER (ULTRASOUND): GRADE 1-3 REF NO: WRHD/04/08/2024 (X2 POSTS)</u> Directorate: West Rand Health District – Clinical Support and Therapeutic
<u>SALARY</u>	:	Grade 1: R465 645 per annum, (plus benefits) Grade 2: R545 262 per annum, (plus benefits) Grade 3: R641 436 per annum, (plus benefits) (NB: Salary will be determined in line with OSD policy)
<u>CENTRE REQUIREMENTS</u>	:	West Rand Health District Grade 12 (Senior Certificate), Degree/Diploma in Ultrasound Radiographer. Proof of current registration with HPCSA as an independent Ultrasound Radiographer. Grade 1: Experience: No experience after registration with HPCSA in respect of RSA qualified employees who performed community service or a minimum of 1 year appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA in respect of foreign qualified Ultrasound Radiographer. Grade 2: Experience: Minimum of 10 years appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA or Minimum of 11 years appropriate/recognisable experience after registration as an Ultrasound Radiographer with HPCSA in respect of foreign qualified Ultrasound Radiographer. Grade 3: Minimum of 20 years appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA or Minimum of 21 years appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA in respect of foreign qualified Ultrasound Radiographer. A valid driver's license. Other skills/requirements: Knowledge of equipment use and troubleshooting and quality control of the equipment. Administrative skills, booking of patients and computer literacy. Knowledge of relevant Health and safety Acts and Infection Control measures. Good communication skills, interpersonal relations and problem-solving skills. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills. Good interpersonal and organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Prepare exam room and Ultrasound equipment to conduct Ultrasound examinations in accordance with infectious disease, sterilization and patient safety protocols, policies and procedures. Perform ultrasound examination that gives important ultrasound diagnosis. Use ultrasound machine to view interpret images with soundwaves for diagnostic and treatment of medical conditions. Co-ordinate and organize daily workload and smooth running of the department. Must have knowledge of the department functions. Ensure equipment is adequately serviced. High risk Obstetric scanning, abdominal scanning, general body scans and Sound report writing. Attend seminars and workshops to keep up to date with new advance in technique and technology. Monitor stock, maintain adequately weekly, monthly and patients' statistics. Promote teamwork, interpersonal relationship amongst staff members and other health workers protocols and policies and procedures in line with applicable legislation. Promote Batho Pele principles in the execution of duties for effective service delivery. Examination request form is complete, contains relevant information and meets the standard of medical necessity. Evaluate if patient preparation is adequate before examination.
<u>ENQUIRIES</u>	:	Ms. T.A Matsie Tel No: (011) 953 5400 / (083) 366 3036 (Monday to Friday: from 08h00 to 16h00)
<u>APPLICATIONS</u>	:	Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date

of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00
- POST 30/216** : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY: GRADE 1 - 2 REF NO: WRHD/09/08/2024 (X2 POSTS)**
Directorate: West Rand Health District
- SALARY** : Grade 1: R451 533 per annum, (plus benefits)
Grade 2: R553 545 per annum, (plus benefits)
(NB: Salary will be determined in line with OSD policy)
- CENTRE** : Merafong Sub-District
- REQUIREMENTS** : A basic R425 qualification, Diploma/ Degree in nursing, or equivalent qualification that allows registration with SANC as a professional nurse. A Current registration with SANC (2024). A post-basic qualification with a duration of at least one year accredited with SANC in Advanced midwifery. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperate amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES** : Ms. N Khosa / Ms. B Cele Tel No: (018) 788 9907 / (011) 953 5400 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity;

therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00
- POST 30/217** : **STUDENT COUNSELLOR PND1/PND2 (LECTURER) REF NO: REFS/021202 (X1 POST)**
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : PND1: R451 533 - R530 376 per annum, (plus benefits)
PND2: R553 545 - R726 717 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Basic qualification accredited with South African Nursing Council (SANC) in terms of Government notice R425 i.e. Diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. **PND1:** minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwife. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registration as a Registered Nurse with the SANC in General Nursing and Midwife, at least 10 years of the period must be appropriate experience in nursing education. At least 2 years' experience in Psychiatric environment or Counselling Services. A valid driver's license. Sound communication skills. Computer literacy. Report writing and presentation skills.
- DUTIES** : The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal /social problems. Promotion of general welfare, personal and professional development of learners. Student's advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and Evaluation of student support programmes. Engage in own continuous development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.
- ENQUIRIES** : Ms. B.E Mothebe Tel No: (011) 983 3008 /3121
- APPLICATIONS** : Application must be submitted on GPG Professional Job Centre (gauteng.gov.za) only and attach a detailed Curriculum Vitae only.
- NOTE** : Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable reference quoted must be line managers and inclusive of valid and updated email addresses and telephone numbers. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
- CLOSING DATE** : 06 September 2024

<u>POST 30/218</u>	:	<u>LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/ 021245 (X15 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	PND1: R451 533 - R530 376 per annum, (plus benefits) PND2: R553 545 - R726 717 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree Nursing. Diploma/Degree in Nursing Education registered with SANC. Master's degree in nursing will be an added advantage. Applicant must be registered with South African Nursing Council (SANC) as Professional Nurse and Midwife. PND1: Minimum of four (4) years appropriate/recognizable nursing experience after registration as a Registered Nurse and Midwife. PND2: Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Registered Nurse and Midwife and ten (10) years appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T.T.A Tsimane Tel No: (011) 983 3063 Application must be submitted on GPG Professional Job Centre (gauteng.gov.za) only and attach a detailed Curriculum Vitae only.
<u>NOTE</u>	:	Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, qualifications and copy of a formal service certificate in Nursing Education issued by the employer after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable reference quoted must be line managers and inclusive of updates email addresses and telephone numbers. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
<u>CLOSING DATE</u>	:	06 September 2024

- POST 30/219** : **CLINICAL NURSE PRACTITIONER (HAST/PHC) GRADE 1 REF NO CCRC/CNP/09/2024**
Directorate: Nursing
- SALARY** : R451 533 per annum, plus benefits
CENTRE : Cullinan Care & Rehabilitation Centre
REQUIREMENTS : Grade 12/Matric. 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 qualification with a duration of at least 1 year in clinical nursing science Health, Assessment, Treatment and care (R48) accredited with SANC. A NIMART trained will be an added advantage. Nurse initiated management of Anti retro viral treatment. A minimum of 4 yrs. appropriate /recognisable experience after registration as professional nurse with the SANC in general nursing. Work as part of a team in implementation of HIV/AIDS/TB program, must be familiar with HIV/AIDS/TB and STI guidelines, policies and protocols, proof of paid-up registration at SANC (submitted only when shortlisted). Basic computer literacy and good communication skills, strong leadership, ability to facilitate a cultural diverse work environment. Assisting to perform under pressure. Knowledge in legal and related ethical requirements in public health care centre. Valid code 8 driver's license. Able to work independently. Skills and act accordingly to Labour relation guidelines, Skilled in counselling. To be able to work in the whole HIV/AIDS/STI/TB field including the management of the TB Focal.
- DUTIES** : Participate in planning, implementation, evaluation of nursing program according to nursing standards, legal requirements, policies and regulation within culture diverse environment. To develop and maintain a safe patient care therapeutic environment according to occupational Health. Health and Safety requirement, Infection control prescriptions and Implementation of Quality assurance protocols, policies and standard, Maintenance of management and control measure in regards with Human Resources, equipment, and all stock items according to protocol Participate in assessment and implementation of PMDS requirements and guidelines. Ensure high level of adherence through support and patients tracking systems. Ensure accurate data capturing system. Creating and promoting a customer friendly environment.
- ENQUIRIES** : Technical Enquiries: Ms. Mashishi MV Tel No:(012) 734 7000
HR Enquiries: Ms. MB Mentoor Tel No: (012) 734 7000
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: brenda.gededzha@gauteng.gov.za . Please use the reference as the subject or alternatively submit to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applicants must submit a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
- CLOSING DATE** : 06 September 2024 @ 12 noon
- POST 30/220** : **LECTURER PNDI / PNDII: REF NO: REFS/021138 (X9 POSTS)**
Directorate: Nursing Education and Training
- SALARY** : PNDI: R451 533 – R530 376 per annum, (plus benefits)
PNDII: R 553 545 – R726 717 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus
REQUIREMENTS : **PNDI:** A Basic R.425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Current registration with SANC. Currently registered with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional

Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII:** A Basic R.425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education as a Lecturer/Educator after obtaining the 1-year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.

DUTIES : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the Campus by serving on committees, attending, and participating in meetings and Campus activities. Promote the image of the Campus. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.

ENQUIRIES : Mr. CAM Molokwane Tel No: (012) 319 5620
APPLICATIONS : All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/> NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

NOTE : Application must be accompanied by a fully completed New Z83 form and a detailed Curriculum Vitae (CV). Only Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility who have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivered or faxed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE : 06 September 2024

POST 30/221 : **DIAGNOSTIC: RADIOGRAPHER REF NO: MRH/2024/20**
 Directorate: Allied

SALARY : R376 524 – R430 512 per annum, (salary will be determined as per OSD grading)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic radiographer. Diagnostic Radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DOH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts as and when required essential.

- DUTIES** : Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.
- ENQUIRIES APPLICATIONS** : Ms. Danke Tel No: (012) 841 0924
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms RM Tloane (HR Recruitment Section) or email: Applications.MRH@gauteng.gov.za
- FOR ATTENTION NOTE** : Mr H Hlophe Tel No: (012) 841 8329
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.
- CLOSING DATE** : 06 September 2024
- POST 30/222** : **PHYSIOTHERAPIST GRADE (1-3) REF NO: WRHD/05/08/2024**
Directorate: West Rand Health District – Rehabilitation Programme
- SALARY** : Grade 1: R376 524 per annum, (plus benefits)
Grade 2: R439 755 per annum, (plus benefits)
Grade 3: R514 785 per annum, (plus benefits)
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Mogale Sub-District
: Degree in Physiotherapy. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Current registration with HPCSA (2024/2025). Experience: **Grade 1:** None after registration with the HPCSA in 149 the relevant profession as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as 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:** Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11

years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure. Willingness to travel within the West Rand District Health Services.

DUTIES : Provide Physiotherapy services to patients in the primary health care. Contribute to the development of the programme. Collect, analyze and submit all relevant reports (monthly/ quarterly/ annual) of the programme. Implement quality care to patients. Implement health promotion, campaigns and screening in the facility and community. Promote and implement ongoing training, research /project. Implement performance management and development processes. Supervise occupational therapy assistants. Attend to all relevant meetings and contribute effectively. Adhere to all policies and protocols of the programme. Manage the workload of the sub-district manager when absent. Manage assistive devices and assets of the programme, be willing to travel long distance and from one clinic to the other. The incumbent should be a team player. Assessment and treatment of patients in adherence to the scope of practice. Assist with administrative activities, quality assurance and evidence-based programs. Contribute positively towards the development and growth of the physiotherapy department.

ENQUIRIES : Ms. D Ratlabala Tel No: (011) 953 5400 / (073) 874 1271 (Monday to Friday: from 08h00 to 16h00)

APPLICATIONS : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 06 September 2024 @ 16h00

<u>POST 30/223</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST GRADE 1-3 REF NO: WRHD/06/08/2024</u> Directorate: West Rand Health District – Rehabilitation Programme
<u>SALARY</u>	:	Grade 1: R376 524 per annum, (plus benefits) Grade 2: R439 755 per annum, (plus benefits) Grade 3: R514 785 per annum, (plus benefits) (NB: Salary will be determined in line with OSD policy)
<u>CENTRE REQUIREMENTS</u>	:	Mogale Sub-District Degree in Speech Therapy and Audiology. Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. Current registration with HPCSA (2024/2025). Experience: Grade 1: None after registration with the HPCSA in 149 the relevant profession as a Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a 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: Minimum of 10 years relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a 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: Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a 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. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure. Willingness to travel within the West Rand District Health Services.
<u>DUTIES</u>	:	Provide speech and audiology services to patients in the primary health care. Contribute to the development of the programme, collect, analyze and submit data monthly. Implement health promotion, campaigns and screening in the facility and community. Implement quality care to patients. Promote and implement ongoing training, research /project. Attend to all relevant meetings and contribute effectively. Implement performance management system in the programme. Adhere to all policies and protocols of the department. Manage the workload of the manager when absent. Manage assistive devices and assets of the programme, be willing to travel long distance and from one clinic to the other.
<u>ENQUIRIES</u>	:	Ms. D Ratlabala Tel No: (011) 953 5400 / (073) 874 1271 (Monday to Friday: from 08h00 to 16h00)
<u>APPLICATIONS</u>	:	Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal

record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/224** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: WRHD/01/08/2024 (X3 POSTS)**
Directorate: West Rand Health District – Mental Health
- SALARY** : Grade 1: R376 524 per annum, (plus benefits)
Grade 2: R439 755 per annum, (plus benefits)
Grade 3: R514 785 per annum, (plus benefits)
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Merafong Sub-District
Minimum educational qualification: Appropriate qualification that allows for the required 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 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: A valid driver's licence. Other Skills/Requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills. Good interpersonal and organisational skills and the ability to function under pressure. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care.
- DUTIES** : Assess and treat of clients with psychiatric disorders (children and adults) at various Health clinics / facilities and re-integrate them into the community. Screen for psychiatric disorders at clinics/ facilities and in the community. Conduct mental health talks, campaigns, and home/ school / work visits. Conduct regular support visits to licensed Mental health Non-Governmental Organisations (NGOs) – residential and Daycare NGOs for adults and children). Conduct formal assessments (audits) to assist the NGO with licensing requirements. Assess Mental Health care users at the NGOs and group them according to their level of function for suitable support and re-integration into the community. Develop and monitor implementation activity programme for Mental Health Care users in the NGO. Support NGO staff through training. Participate in allocated administrative duties and assist with other clinical and administrative work duties as needed. Adhere to provincial and District policies, procedures, guidelines, and regulations.
- ENQUIRIES** : Mr. B.E Mudau Tel No: (011) 953 5400 / (073) 115 8174 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp,

- 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/225** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1-2 REF NO: WRHD/02/08/2024 (X3 POSTS)**
Directorate: West Rand Health District – Mental Health
- SALARY** : Grade 1: R255 078 per annum, (plus benefits)
Grade 2: R297 441 per annum, (plus benefits)
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Merafong Sub-District
: A recognised qualification that allows registration with HPCSA as an Occupational Therapy Technician. Registration with the HPCSA as an Occupational Therapy Technician. A current annual registration with HPSCA. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure.
- DUTIES** : Render Occupational Therapy Technician duties at the Clinics and mental health NGOs in the district. Implement treatment prescribed by an Occupational Therapist. Assist in the treatment of individual mental health care users and running groups including substance abuse. Conduct screening of mental health disorders and general conditions at clinics and community. Conduct home, school and creche Conduct mental health campaigns at the clinic's community. Assist in providing clinical support and training to the NGO staff – residential and Day care for children and adults. Perform administrative tasks of compiling daily and monthly statistics including own monthly report, attending meetings (internal and external) and training, composing minutes of the meetings and keeping physical and electronic records. Adhere to provincial, district. Team player (multi-disciplinary team and other stakeholders).
- ENQUIRIES** : Mr. BE Mudau Tel No: (011) 953 5400 / (073) 115 8174 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the

Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cell phone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/226** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1-2 REF NO: WRHD/03/08/2024**
Directorate: West Rand Health District – Rehabilitation Programme
- SALARY** : Grade 1: R255 078 per annum, (plus benefits)
Grade 2: R297 441 per annum, (plus benefits)
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Merafong Sub-District
A recognised qualification that allows registration with HPCSA as an Occupational Therapy Technician. Registration with the HPCSA as an Occupational Therapy Technician. A current annual registration with HPSCA. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure.
- DUTIES** : The incumbent should be able to render Occupational Therapy Technician duties at primary health care set up. Render services to individual patients and groups. Conduct home visits and render services to NGO's. Assists with issuing assistive devices. Be able to initiate and maintain support groups to NGO's and facility. Implement treatment given by Occupational Therapist. The incumbent must be a team player. The incumbent will be expected to attend internal and external meetings and trainings. The incumbent will be expected to perform administrative tasks of compiling daily and monthly statistics. Compose minutes of meetings and maintain physical and or electronic records.
- ENQUIRIES** : Ms. D Ratlabala Tel No: (011) 953 5400 / (073) 874 1271 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to recruitment.westrand@gauteng.gov.za . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months 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 foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/227** : **SESSIONAL MEDICAL SPECIALIST ORTHOPAEDIC SURGERY REF NO: HRM/2024/08/22 (X2 POSTS)**
Directorate: Orthopaedic Surgery
- SALARY** : Grade 1: R612 Per Hour
Grade 2: R698 Per Hour
Grade 3: R809 Per Hour
80 Hours Per Month
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Grade 12 Certificate, MBCHB OR equivalent qualification Plus MMED Orth/ FC Orth (SA). Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Current practice with the HPCSA as a Medical Specialist. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Recommendations: Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage. Knowledge, Skills, Training and Competencies Required: Outstanding clinical skills in the field of Orthopaedic surgery, preferably obtained in public service/environment. Ability and practical experience to provide training for under and post graduates. Develop and review clinical protocols and guidelines for Orthopaedics Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills. General management skills: human resources, finance, operations, strategy, marketing. Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics.
- DUTIES** : Will cover clinical skills, performance, training, research and supervision & support. Provision of Specialist Orthopaedics services. Participate in all Departmental activities: theatre, out-patient department and wards. Interns, Community Service Doctors, and Medical Officers training and supervision. Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meetings occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services. Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. To perform overtime duties. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the Department. Assist with the administration of a component of the Orthopaedics Department.

ENQUIRIES : Dr LB Mapeshoane Tel No: (012) 842 0986
Mr MH Hlophe: HR Manager Tel No: (012) 841 8329

APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital or email: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Ms RM Tloane (HR Recruitment Section)
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.

CLOSING DATE : 06 September 2024

POST 30/228 : **SESSIONAL SPECIALIST RADIOLOGIST REF NO: HRM/2024/08/21 (X2 POSTS)**
Directorate: Radiology

SALARY : Grade 1: R612 Per Hour
Grade 2: R698 Per Hour
Grade 3: R809 Per Hour
80 Hours Per Month

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
: National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical Specialist, independent practice. Certificate of registration with HPCSA and current annual renewal practising licence as a Medical Specialist. **Grade 1:** 2-5 years' experience in ultrasound and the department of Radiology. **Grade 2:** 5-10 years' experience in ultrasound and the department of Radiology. **Grade 3:** 10 years and more in ultrasound and the department of Radiology. Good verbal, interpersonal, communication, management and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT). Commuted overtime is compulsory.

DUTIES : Provide optimal radiology service. Assist clinicians with booking of patients and give Advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.

ENQUIRIES : Dr LB Mapeshoane Tel No: (012) 842 0986
Mr MH Hlophe: HR Manager Tel No: (012) 841 8329

APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. or email: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Ms RM Tloane (HR Recruitment Section)
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification,

qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.

CLOSING DATE : 06 September 2024

GOVERNMENT INFRASTRUCTURE DEVELOPMENT

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

APPLICATIONS : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource at 072 668 0029/076 521 4118.

CLOSING DATE : 06 September 2024

NOTE : Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. This post is a re-advert, those who previously applied are encouraged to re-apply. In line with the Department's employments Equity Plan, People with disabilities are encouraged to apply.

OTHER POSTS

POST 30/229 : **CHIEF ENGINEER: MECHANICAL REF NO: REFS/021258**
Chief Directorate: Professional Services

SALARY : R1 200 426 - R2 264 130 per annum, (all- inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE : Head Office

REQUIREMENTS : A Degree (NQF 7) in Engineering (B Eng/ BSC Eng) in Mechanical or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic

capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. 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 organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. 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.

ENQUIRIES

: Ms Bawinile Malope at (076) 521 4118/ (072) 668 0029

POST 30/230

: **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/021259**
Chief directorate: Professional Services

SALARY

: R1 200 426 - R2 264 130 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS

: Head Office
: A Degree (NQF 7) in Engineering (B Eng/ BSC Eng) in Civil/Structural Engineering or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations.

Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. 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 organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. 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.

ENQUIRIES

: Ms. Bawinile Malope at 076) 521 4118/ (072) 668 0029

POST 30/231

: **ENGINEER: PRODUCTION MECHANICAL REF NO: REFS/021261**
Chief Directorate: Professional Services

SALARY

: R833 499 - R1 254 282 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic

salary). The offer is based on recognition of experience after obtaining registration (only shortlisted candidates will attach proof of recognised experience).

**CENTRE
REQUIREMENTS**

: Head Office
: An Engineering degree (B Eng / BSC (Eng) in Mechanical Engineering or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES

: 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 works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES

: Ms Bawinile Malope at (076) 521 4118/ (072) 668 0029

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource Tel No: (011) 355 7521/ Tel No: (011) 011355 7252.

CLOSING DATE

: 06 September 2024

NOTE

: Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, Females and People with disabilities are encouraged to apply.

OTHER POSTS

- POST 30/232** : **LEGAL ADMINISTRATION OFFICER – MR5 REF NO: REFS/021277**
Branch: Corporate Services
Directorate: Litigation Services
- SALARY** : R440 412 – R1 053 387 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).
- CENTRE REQUIREMENTS** : Johannesburg
LLB Degree/B.Proc//Bcom Law/BA Law or relevant qualification. At least 14 years appropriate post qualification legal experience. A valid Driver's License is essential. Knowledge and skills: Knowledge and experience in research; Good communication skills (written and verbal); Ability to work under pressure and solve problems; Good office administration, planning and organizing; Computer literacy. Knowledge of Administrative and Constitutional Law, Legislation and Regulations relevant to the Public Service, Legal drafting and interpretation. Knowledge of court procedures; Experience in the management of litigation.
- DUTIES** : To provide litigation services, to provide legal opinions, to render legal contract administration services. Manage the operational processes, resources and procedures associated with Legal Services. To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.
- ENQUIRIES** : Mr. Yusef Patel Tel No: (011) 355 7149
- POST 30/233** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: REFS/021278**
Branch: Transport
Directorate: Transport Infrastructure Planning
- SALARY** : R371 253 – R556 080 per annum. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates).
- CENTRE REQUIREMENTS** : Johannesburg
National Diploma in Civil Engineering/ Transport Engineering. Compulsory registration with ECSA as an Engineering Technician with 3 years post qualification technical experience. Valid driver's license. Knowledge: Knowledge of Gauteng Infrastructure Act of 2001, SPLUMA, National Land Transport Act of 2009 and other relevant prescripts. Knowledge of geometric design and traffic engineering principles, land-use planning principles, transportation planning processes and the associated legal compliance requirements. Research and development knowledge. Technical report writing and computer aided design applications. Skills: The analysis of survey drawings and transportation infrastructure design drawings. Data Management: ability to collect, analyse, and manage large transport planning and design datasets related to transportation infrastructure and land-use management. Ability to work effectively in multi-disciplinary teams, and coordinate with various stakeholders, professional consultants (town and regional planners, civil and transportation engineers, land surveyors, environmental planners, etc.), Provincial and National Departments, Planning and Transportation Agencies, all municipalities in the Gauteng Province, the general public. Communication and presentation skills, with the ability to convey complex technical concepts to diverse audiences.
- DUTIES** : Assess, evaluate and compile conditions in relation to and protecting the Gauteng Strategic Road Network (GSRN) in terms of Gauteng Transport Infrastructure Act (GTIA), 2001(Act No. 8 of 2001 as amended) and other related legislation and policies. The said development applications from include townships, professional consultants (town and regional planners, civil and transportation engineers, land surveyors, environmental planners, etc.), other Provincial departments and National Departments, agencies, all municipalities in the Gauteng Province and the general public include township establishments, removal of restrictive conditions in title deeds, rezonings, subdivisions, consent uses, consolidations and the evaluation of site development plans for building line encroachment applications. Conduct site

investigations to assess the safety of proposed access positions to proposed land use change developments i.e. check for compliance to sight distances requirements required to finalise conditions and comments for land use change and development locations. Render consultation services and attend to enquiries in relation to the land use change and development applications affecting the Gauteng Strategic Road Network (GSRN). These inquiries include walk-ins without appointments, telephonically, email and virtual meetings. Assist in the management and supervision of staff in the sub-directorate, compile individual monthly technical reports and assist the administrative staff especially on the technical aspects of the work. Receive development applications (through the Departmental registry system) and assess if they are affected by the GSRN and the applicable provisions of the GTIA. Allocate development applications to the other technical teams within the Department, i.e. Design Service and Traffic Engineering. Issue written instructions to the administration team within the sub-directorate Development Facilitation to compile official responses, comments and conditions to the land use and development applications. Ensuring adherence to turn around times and quality assurance of written instructions to the administration teams.

ENQUIRIES : Mr F Masuku Tel No: 011 355 7195

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : must be hand delivered to: Head of Office: 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg or email to: SACR.Recruitment@gauteng.gov.za (Please note that this email is for applications only.). Application drop-off time: From 07:30 till 16: 00 Monday to Friday.

FOR ATTENTION : HR: Recruitment and Selection

CLOSING DATE : 10 September 2024

NOTE : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 30/234 : **ASSISTANT DIRECTOR: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (SCHOOL SPORT AND COMMUNITY SPORT SIYADLALA) REF NO: SACR/2024/07**
Directorate: Sport and Recreation
(3 year contract)

SALARY : R444 036 per annum, (plus 37% in lieu of benefit)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma/ /Degree (NQF Level 6/7) in Financial Management/Project/ Programme Management/Business Administration or relevant qualification. A minimum 3-years relevant experience. Must have a valid Driver's License. Skills: Organizing. Ability to operate a computer (both hardware and software). Problem-solving. Conflict resolution. Project Management. Policy Analysis. Finance: Budgeting; SCM. Facilitation. Research. Reporting. Planning. Analytical thinking. Interpersonal relationships. Maintaining discipline. HR. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.

DUTIES : Ensures the effective flow of information and documents between the Grant Office and programmes – including all support offices within the Department and externally (Finance; M&E; Planning; HOD; GPT; DSAC; other). Ensures the safekeeping of all conditional grant documentation in line with relevant legislation and policies. Obtain inputs, collate and compile reports and Poe's, e.g. Progress reports Monthly and Quarterly reports. Any other reports required and legislated by the conditional grant. submissions related to the conditional grant programmes. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyses, and collates information requested for the conditional grant. Manages staff reporting to them. Ensure that all Business Plans from programmes are aligned with the broad strategy supported by the conditional grant. Ensure adherence to the conditional grant framework; PIA; Penalty Schedules; policies and legislation informing the conditional grant. Remain up to date with prescripts; policies and DPSA directives, circulars. Maintain communication with support offices (CFO's offices, Planning and M&E). Monitor conditional grant funding (transfers from DSAC and spending pattern). Reporting. Attendance of all conditional grant meetings. Support to programmes funded by the conditional grant. Support with all planning processes related to the conditional grant. Ensure effective and efficient record-keeping of all documents (financial and non-financial).

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606

POST 30/235 : **ASSISTANT DIRECTOR: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (CLUB DEVELOPMENT AND ACADEMIES) REF NO: SACR/2024/08**
Directorate: Sport and Recreation
(3-year contract)

SALARY : R444 036 per annum, (plus 37% in lieu of benefit)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma/ /Degree (NQF Level 6/7) in Financial Management/Project/ Programme Management/Business Administration or relevant qualification. A minimum 3-years relevant experience. Must have a valid Driver's License. Skills: Organizing. Ability to operate a computer (both hardware and software). Problem-solving. Conflict resolution. Project Management. Policy Analysis. Finance: Budgeting; SCM. Facilitation. Research. Reporting. Planning. Analytical thinking. Interpersonal relationships. Maintaining discipline. HR. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.

DUTIES : Ensures the effective flow of information and documents between the Grant Office and programmes – including all support offices within the Department and externally (Finance; M&E; Planning; HOD; GPT; DSAC; other). Ensures the safekeeping of all conditional grant documentation in line with relevant legislation and policies. Obtain inputs, collate and compile reports and Poe's, e.g. Progress reports Monthly and Quarterly reports. Any other reports required and legislated by the conditional grant. submissions related to the conditional grant programs. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyses, and collates information requested for the conditional grant. Manages staff reporting to them. Ensure that all Business Plans from programs are aligned with the broad strategy supported by the conditional grant. Ensure adherence to the conditional grant framework; PIA; Penalty Schedules; policies and legislation informing the conditional grant. Remain up to date with prescripts; policies and DPSA directives, circulars. Maintain communication with support offices (CFO's offices, Planning and M&E). Monitor conditional grant funding (transfers from DSAC and spending pattern). Reporting. Attendance of all conditional grant meetings. Support to programmes funded by the conditional grant. Support with all planning processes related to the conditional grant. Ensure effective and efficient record-keeping of all documents (financial and non-financial).

- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/236** : **GRANT OFFICERS: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (ACADEMY, SCHOOL SPORT, CLUB DEVELOPMENT AND COMMUNITY SPORT SIYADLALA) REF NO: SACR/2024/09 (X5 POSTS)**
 Directorate: Sport and Recreation
 (3-year Contract)
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus 37% in lieu of benefit)
 : Johannesburg (Head office)
 : The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in sport management or Relevant qualification. No experience is required. Relevant experience within the post will be an added advantage. A valid driver's License. Additional requirements include communication skills, Interpersonal skills, project management skills, financial and programmatic report writing skills and computer literacy. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.
- DUTIES** : Compiling of all conditional grant monthly, quarterly and annual reports (both programmatic and financial) with POE files for grant-funded programs. Ensure that the correct reporting, business plan and planning templates- as per DSAC/Cond. Grant Framework directives are used and populated accurately. Ensure that all Report/POE submissions are properly packaged as required in the Cond Grant Framework/Departmental Filing Plan. Ensure that records are properly kept and managed. Ensure that all monthly and quarterly reports and POE's are submitted on the stipulated timeframes. Annual Report inputs are provided to M&E when & if required. Attend to/resolve all queries, and Adhoc requests related to the conditional grant. Ensure accurate and up-to-date filing of Reports, responses, and presentations. Attend all meetings with the transferring department and any other meetings pertaining to the conditional grant. Ensure that programmes implemented and funded by the conditional grant are in line with the Cond Grant Framework/DSAC Standards and are outlined in the approved Cond Grant Business Plan.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/237** : **SPORT PROMOTION OFFICER (ACADEMY) REF NO: SACR/2024/10 (X6 POSTS)**
 Directorate: Sport Development and Co-ordination (Academies)
 (3-year Contract)
- SALARY CENTRE** : R308 154 per annum, (plus 37% in lieu of benefit)
 : Head office
 : Tshwane
 : Ekurhuleni
 : Johannesburg
 : Sedibeng
 : West Rand
- REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus National Diploma/ Degree (NQF Level 6/7) in sport science or relevant qualification. No experience is required. A valid driver's license. Experience in sport Science will be added as advantage. Additional Requirements include: communication skills, Inter-Personal skills, Project Management skills, report writing skills and Computer literacy. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.
- DUTIES** : To co-ordinate the sport science programme at the District Academies in the province in conjunction with Local Government, the Regional Sports

Confederations, district priority sport federations and relevant stakeholders that include the private sector. Coordinate the sport science testing of athletes based at the district academies and monitor their development. Analyze the sport science testing results and implement an intervention strategy with the athletes and their coaches. Manage the periodization of athletes in the Academy. Liaise with the stakeholders of Academy in implementing the Academy High-Performance system. Co-ordinate Academy coaches and athletes training and capacity building programmes. Manage the District Academy facilities and coordinate programmes for high performance use. Adhere to all conditions as set out in the National Academy Strategic Framework and other relevant policies inclusive of the National Sport Plan and Policies on Transformation and PFMA. Coordinate the re-habilitation programme of injured athletes that are on the district academy programmes. Assist with the coordination of sport science testing programme within the region and the province.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606

POST 30/238 : **SPORT PROMOTION OFFICER REF NO: SACR/2024/11 (X2 POSTS)**
Directorate: School Sports

SALARY : R308 154 per annum, (plus 37% in lieu of benefit)
CENTRE : Head Office

REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma/Degree (NQF Level 6/7) in Sport / Recreation or relevant qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in district and provincial level in conjunction with all relevant stakeholders. Facilitate sustainable capacity development program in sport within the schools, district and province. Implement sport and recreation program at the regional and provincial level to promote school sport programs. Coordinate the equipment and attire program. Coordinate the Provincial Wednesday League Program. Promote School Sport programs. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to the school sport program.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615

POST 30/239 : **SPORT PROMOTION OFFICER REF NO: SACR/2024/12 (X2 POSTS)**
Directorate: Sports and Recreation

SALARY : R308 154 per annum, (plus 37% in lieu of benefit)
CENTRE : Head Office

REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma/Degree (NQF Level 6/7) in Sport / Recreation or relevant qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : To support the Department of Sport, Arts, Culture and Recreation (DSACR) to administer Recreation Program. Provide administrative and logistical support to the Recreation Program. Facilitate and record all information including listing and compiling and verifying of monthly statistics. Consolidate and submit monthly and quarterly programme reports.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 2861

POST 30/240 : **SPORT PROMOTION OFFICER: CLUB DEVELOPMENT REF NO: SACR/2024/13 (X4 POSTS)**
Directorate: Sport Development and Coordination

SALARY : R308 154 per annum, (plus 37% in lieu of benefit)
CENTRE : Head Office (X1 Post)
Johannesburg (X1 Post)
Sedibeng (X2 Posts)

REQUIREMENTS : A successful candidate should have a Degree/ National Diploma in Sport Management/ Sport Administration or equivalent in the sport field. A valid driver's license and experience in the sports field may serve as an advantage.

DUTIES

Additional requirements include communication skills, interpersonal skills; project management skills and computer literacy, client-oriented and ethical.

:

Coordinate and implement club development Programmes in conjunction with federations, clubs and other stakeholders. Coordinate capacity-building workshops and training. Update the provincial database on club development. Ensure that all relevant logistics (equipment, attire, transport etc.) are procured for the club in the programmes. To ensure that clubs participate in the league programmes of federations. To ensure that payments are paid timeously. Ensure that records are properly kept and managed. Ensure that the relevant policies and legislation are implemented. Assist federations and other sports Stakeholders administratively and programmatically. Management and administrative support to federations.

ENQUIRIES

:

Mr. Ouwen Gaveni Tel No: (011) 355 2861

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Mr. K.W Ngongoma
CLOSING DATE : 13 September 2024
NOTE : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicant must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply. The Head of a Provincial Secretariat must not be a member or former member of the police service of the Republic of South Africa contemplated in section 199 (1) of the Constitution of South Africa.
- MANAGEMENT ECHELON**
- POST 30/241** : **HEAD: PROVINCIAL SECRETARY FOR POLICE SERVICE REF NO: CSL03/2024**
- SALARY** : R1 436 022 per annum is payable to the successful candidate, an all-inclusive remuneration package of. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be appointed on a 5-year contract, subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
REQUIREMENTS : A Degree (NQF level 7) or higher in Police Science or equivalent qualification with a minimum of 5 years senior management experience. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government (NSG). Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Civilian Secretariat for Police, Service Act, 2011, South African Police Service Act,1995, National Crime Prevention Strategy, 1996, Domestic Violence Act,1998, Criminal Procedure Act,1977, Public Service Act, 1994, Public Finance Management Act, 1999, Promotion of Administrative Justice Act, 2000, Labour Relations Act,1995, Communication skills, Project management skills, Computer skills, Report writing skills, Financial Management skills.
- DUTIES** : To perform the functions of the Provincial Secretariat for the Police in the Province of KwaZulu-Natal. Direct the provision of research, information analysis and conceptualization services to the Provincial Secretariat. Direct the monitoring and evaluation of service delivery for all police service units in the province. Address complaints against police service delivery at provincial level with the Commissioner. Manage the development and maintenance of community structures. Represent the Provincial Secretariat for the Police at the KZN Justice, Crime Prevention and Security Cluster. Ensure the effective and efficient management of resources.
- ENQUIRIES** : Ms. G.P Xaba Makhetha Tel No: (033) 3419300

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 30/242</u>	:	<u>HEAD CLINICAL UNIT (ANAESTHESIOLOGY) REF NO: HCU ANAESTH/1/2024</u> Department: Anaesthetics
<u>SALARY</u>	:	Grade 1: R1 976 070 per annum, all-inclusive salary package, (excluding commuted overtime). NB: There is no direct appointment to grade 2.
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Hospital MBChB Degree; FCA (SA) or M.Med in Anaesthesia. Registration with HPCSA as a "Specialist Anaesthesiologist". Plus 5 years post registration experience as a "Specialist Anaesthesiologist" and 2024 -2025 registration with HPCSA. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Proven ability to provide specialised anaesthesia care in specialised domains or special interest. Track record of academic publications. Knowledge, Skills, Experience and Competencies: Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline. An in-depth knowledge of the functioning of the Anaesthesia Department. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, and trans-oesophageal or transthoracic or echocardiography, and complex airway management including fiberoptic intubations. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience. Participation in the After Hours call system is essential. Behavioural Attributes: Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia. This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Pain Medicine based in IALCH: It is envisaged that these posts will share duties and responsibilities. This will facilitate optimum service provision at IALCH and the relevant drainage area.
<u>DUTIES</u>	:	Manage the Anaesthetic department of a quaternary hospital in conjunction with the HCU and other HCUs. Participate in the clinical anaesthetic service of a quaternary hospital by: Providing consultant cover in theatre daily. Providing after-hour consultant cover in Anaesthetics. Participating in pre-operative assessment and perioperative care of high-risk patients in the anaesthetic clinic. Undertaking development of sub-specialty services at IALCH. Peri-operative Analgesic Service. Specialised Surgical Services. Participate in outreach programs for the development of safe anaesthetic services in the IALCH catchment area. Participate in the departmental teaching programs for post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties without lessening one's own responsibility and accountability for actions taken on one's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programs. Provide support to the

Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

**ENQUIRIES
APPLICATIONS**

: Dr L Cronje Tel No: (031) 240 1804/5
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za

NOTE

: 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 06 September 2024

POST 30/243

: **HEAD CLINICAL UNIT - DEPARTMENT OF PAEDIATRICS
PULMONOLOGY/ICU REF NO: HCU PAEDSPULM/1/2024**

SALARY

: Grade 1: R1 976 070 per annum, all-inclusive salary package, (excluding commuted overtime).

CENTRE

: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

: Degree in medicine MBCHB. Registered Paediatrician, Certificate in subspecialties (Paediatric Pulmonology). The appointment to Grade 1 Head Clinical Unit requires appropriate qualification, registration certificate plus 5 years' experience after registration with the HPCSA as a Medical Subspecialist in Pulmonology. Current registration with HPCSA. NB: There is no direct appointment to grade 2. Knowledge, Skills, Training and Competencies Required: The incumbent would need to serve at a high level of leadership. Provide vision in developing the service in paediatric critical care and/or pulmonology.

DUTIES

: Administration in Paediatric Pulmonology – providing annual audits and/or administration in Paediatric Critical Care (Paediatric intensive and high care) providing annual audits. Undertake ward rounds in the paediatric intensivists care, high care and/or pulmonology. Pulmonology: Bronchoscopy – flexible and rigid, lung function testing analysis, evaluation of advanced pulmonology investigations mandatory. Skills to function in ICU environment viz insertion of invasive monitoring devices and treatment in critical ill children. Consultation for referrals of children with critical illness and/or lung disease. Calls in the PICU and pulmonology simultaneously. Clinics in either Pulmonology or post PICU/HCU patient. Training of fellows in subspecialty training. Teaching of undergraduate medical students. Training post graduate students (registrars/medical officer) in child health. Expected to undertake outreach at tertiary/regional hospitals. Community engagement. Involved in clinical

		governance and quality improvement plan. Monitoring of commuted overtime forms of consultants activities within pulmonology and critical care.
<u>ENQUIRIES</u>	:	Prof PM Jeena Tel No: (031) 2402046
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
<u>NOTE</u>	:	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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/244</u>	:	<u>HEAD CLINICAL UNIT: UROLOGY REF NO: HCU URO/1/2024</u>
<u>SALARY</u>	:	Grade 1: R1 976 070 per annum, all-inclusive salary package, (excluding commuted overtime). NB: There is no direct appointment to grade 2.
<u>CENTRE</u>	:	Inkosi Albert Luthuli Hospital
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate. A Degree (MBCHB) or equivalent Plus Registration with HPCSA as a Medical Specialist in Urology Plus Current registration with HPCSA as Medical Specialist in Urology. 5 years post registration experience as a Medical Specialist-Urology. Recommendation: Computer Literacy. 5 years Management experience will be an added advantage. Knowledge, Skills, Training, and Competencies Required: An in-dept. knowledge of the functioning of the Urology department. Ability to perform appropriate specialized procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and Public service legislation and policy. Good communication and supervisory skills. Ability to work within a team. Stress tolerance and self confidence. Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills.
<u>DUTIES</u>	:	Management of designated areas of responsibility within the Urology department. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performance of procedures relevant to the discipline. Supervision of /participation in post graduate and undergraduate training. Participation in the academic programs of the department. Conducting relevant research within the Department of Urology. Performing regular audits of the Department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services. Providing consultative/support services to peripheral institutions as part of the departments outreach program.

ENQUIRIES : Dr. S Singh Tel No: (031) 240 1000

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za

NOTE : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 06 September 2024

POST 30/245 : **MEDICAL SUBSPECIALIST (RHEUMATOLOGY) REF NO: SUBSPEC RHEUM/1/2024**
Department: Rheumatology

SALARY : Grade 1: R1 472 673 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 680 780 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 835 835 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: MBChB Degree; FCP(SA) and Certificate in Rheumatology or equivalent qualifications and current full registration as a Medical Specialist Physician with the Health Professions Council of South Africa (HPCSA) AND as a medical subspecialist in rheumatology. Experience Required: **Grade 1:** The appointment to grade 1 requires appropriate qualification and registration with the HPCSA as a medical specialist in the subspecialty of rheumatology. **Grade 2:** The appointment to grade 2 requires appropriate qualification and registration certificate plus five (5) years' experience after registration with the HPCSA as a medical specialist in the subspecialty of rheumatology. **Grade 3:** The appointment to grade 3 requires appropriate qualification and registration certificate plus ten (10) years' experience after registration with the HPCSA as a medical specialist in the subspecialty of rheumatology. Recommendation: Five years' experience as a consultant rheumatologist. Knowledge Skills and Experience Required: Sound clinical knowledge, skills and experience in rheumatology. Competence in the clinical evaluation, interpretation of special investigations and management within the subspecialty. Excellent human relations, communication, leadership and team building skills. Computer literacy. Sound negotiation, planning, organising, decision making and conflict management skills. Ability to teach undergraduate and postgraduate students and participate in research and continuing professional development. Maintain

- satisfactory clinical, professional and ethical standards in the unit. Previous experience in training of rheumatology fellow will be an advantage.
- DUTIES** : The incumbent of the post is to assist the Head Clinical Unit in the following areas: Development and management of the designated subspecialty services for the area. Ensuring the efficient and effective provision of the in- and outpatient service. Formulate policies and procedures for clinical services as required and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives including clinical audits, morbidity and mortality reporting and reviewing clinical documentation, clinical governance procedures etc. Ensure that cost-effective service delivery is maintained within the unit. Manage and direct performance and EPMDS of junior staff within unit as required. Actively participate in the academic programme for the training of subspecialist fellows. Clinical teaching, examination and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Participate in outreach programmes of the unit. After-hours participation in call rosters. Assist with additional duties as delegated by the Head Clinical Unit.
- ENQUIRIES APPLICATIONS** : Dr Keith J Chinniah Tel No: (031) 2401306
- : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
- NOTE** : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 06 September 2024
- POST 30/246** : **MEDICAL SPECIALIST (ENT) GRADE 1/2/3: REF NO: HRM 25/2024 (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 REQUIREMENTS** : Victoria Mxenge Hospital
: MBCHB or equivalent Plus Registration certificate with the HPCSA as a Medical Specialist in Otorhinolaryngology Plus Current registration with HPCSA as a Medical Specialist (2024). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in Otorhinolaryngology, Ability to teach and supervise junior

<u>DUTIES</u>	:	staff and medical students, Good communication, decision making and clinical skills, Ability to function in a multi-disciplinary team.
	:	Provide Otorhinolaryngology service as well as head and neck surgery at Victoria Mxenge Hospital and at relevant Durban Metropolitan State Hospitals, Provide after hour care in accordance with the commuted overtime contract, Supervision and training of junior staff working in the Department, Present at academic meetings in the Department, To teach medical students and Nursing staff as required, Participate in the quality improvement programs of the Department including clinical audits and CPD activities, Maintain clinical, professional and ethical standards, Assist unit manager in developing of protocols and clinical guidelines, After hour's duties is a requirement.
<u>ENQUIRIES</u>	:	Dr S.A. Moodley Tel No: (031) 360 3854, (Act. Senior Manager Medical Services)
<u>APPLICATIONS</u>	:	Hand delivered applications should be posted into the red box, next to the ATM in the Admin Building. Please forward emailed applications to twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	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
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/247</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 (PSYCHIATRY) REF NO: UMZ04/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680780 per annum Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet requirements) Commuted overtime, 22% rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Umzimkhulu psychiatric hospital
	:	Senior certificate or equivalent plus, MBCHB or equivalent plus FC Psych or MMED Psychiatry. Current registration with HPCSA as Specialist Psychiatrist. Grade 1: 0-5 years' experience post specialist Qualification. Grade 2: 6-10 years' experience post specialist Qualification. Grade 3: 10+ years' experience post specialist Qualification. Recommendation: Computer Literacy. 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 members of staff. Good communication and interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	To provide safe, ethical and high quality psychiatric services within the hospital. Undertake and support Continuing Medical Education (CME) and Continuing Professional Development activities. Supervise and mentor medical officer, community service officers and nursing staff. Provide expert advice and clinical support to hospitals referring to Umzimkhulu Psychiatric Hospital. Active participation in quality improvement programs including clinical audits. Attend to administrative matters as it pertains to the running of the unit. Co-ordinate multidisciplinary team activities. Attend meetings and workshops as directed. Co-ordinate and support the mental health outreach programme within Harry

Gwala District. Comply with all legal prescripts, Acts, legislation, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist the hospital management with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patient care in wards and outpatients departments.

ENQUIRIES : Dr NMG Mbanjwa Tel No: (039) 259 0310
APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital, 3297 or email:Nkosinathi.bangani@kznhealth.gov.za

FOR ATTENTION : Mr. E.N. Bangani
NOTE : Directions to candidates: The following documents must be submitted: Applicants are required to submit new Z83 and detailed CV (Z83 fully completed), which is obtained at any Government Department or from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other Vetting procedures. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 13 September 2024

POST 30/248 : **MEDICAL SPECIALIST: ORTHOPAEDICS REF NO: GJGM 01/2024 (X1 POST)**
 Component: Medical
 Re-advertisement

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
 All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.

CENTRE : General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS : **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current Registration with the Health Professionals Council of South Africa as a Specialist in Orthopaedics. One (1) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Candidates in process of HPCSA registration as a Specialist in Orthopaedics are welcome to apply. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health. Professionals Council of South Africa as a Specialist in Orthopaedics plus Five (5) post registration experience as a Medical Specialist in Orthopaedics or Six (6) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Orthopaedics OR Ten (10) years post registration experience as a Medical Specialist in

Orthopaedics. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies: Sound Clinical knowledge and experience of procedures and protocols in Orthopaedics. Good verbal and written, communication and interpersonal skills. Cross cultural awareness. Sound teaching & supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team. Sound Knowledge and clinical skills in the holistic management of Orthopaedic trauma and pathologies. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.

DUTIES

: Provide specialist Orthopaedic care to all patients serviced by the department of orthopaedics. Maintain satisfactory clinical, professional and ethical standards. To support the HOD in providing effective running of the wards, outpatient department and Operating Theatres. After-hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Departmental Administration and facilitate quality improvement imperatives. Implement clinical guidelines, protocols and clinical audits. Promote community-orientated services. Undertake relevant research. Develop Orthopaedic services for the Ilembe District. Mentor and coach junior staff.

ENQUIRIES

: Dr Y. Pillay (HCU: Orthopaedics) Tel No: (032) 437 6000

APPLICATIONS

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450. Email – Sibusiso.khoza@kznhealth.gov.za

NOTE

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

CLOSING DATE

: 13 September 2024

<u>POST 30/249</u>	:	<u>MEDICAL SPECIALIST VASCULAR OR GENERAL SURGERY REF NO: MEDSPECVASCULAR/1/2024 (X1 POST)</u> Department: Vascular Surgery
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum, all-inclusive salary package, (excluding commuted overtime). Grade 2: R1 451 214 per annum, all-inclusive salary package (excluding commuted overtime). Grade 3: R1 680 780 per annum, all-inclusive salary package, (excluding commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital : MBChB Degree; Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Experience: Grade 1: No experience required Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.as Medical Specialist (General Surgery). Grade 2: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Knowledge Skills and Experience Required: Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.
<u>DUTIES</u>	:	Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Organise both academic and clinical service functions of the Department, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train postgraduate students, both bedside training and classroom training at the hospital. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr B. Pillay (Clinical Head) Tel No: (031) 240 1000 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
<u>NOTE</u>	:	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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 06 September 2024
- POST 30/250** : **MEDICAL SPECIALIST (NEUROLOGY) REF NO: MEDSEC NEURO/1/2024 (X2 POSTS)**
Department: Neurology Dept
- SALARY** : Grade1: R1 271 901 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R1 451 214 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 680 780 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBChB Degree; Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN (Neurology) qualification. Academic. **Grade 1:** Experience Not applicable. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). Recommendations: The applicant will have completed his/her training, obtained the specialist examination and be registered with the Health Professions Council of South Africa as Medical Specialist. Experience: NB: Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.
- DUTIES** : The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty, outreach, providing expert opinion when required, maintaining necessary discipline over staff under one's control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, attending meetings related to UKZN and DOH when necessary, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest. Active involvement in research, attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department. The candidate will be encouraged to be responsible for a section within neurology such as stroke, movement disorders, epilepsy etcetera. Further, it is envisaged that neurology units will be established at other hospital within the functional region and individuals will be expected to establish and support such units. Regular research output will be encouraged. Management aspects at individual satellite units will be the incumbents responsibility with oversight by the HOD.
- ENQUIRIES APPLICATIONS** : Prof VB Patel Tel No: (031) 240 2359
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
- NOTE** : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted

candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 06 September 2024
- POST 30/251** : **MEDICAL SPECIALIST ONCOLOGY REF NO: MEDSPEC ONCO/1/2024 (X2 POSTS)**
Department: Radiation Oncology
- SALARY** : Grade 1: R1 271 901 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 451 214 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 680 780 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : IALCH
: MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Experience: **Grade 1:** Experience: Not applicable. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Recommendations: Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline of medical and radiation oncology. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.
- DUTIES** : Provision of holistic care for oncology patients in the Ethekweni Oncology complex including Addington and Inkosi Albert Luthuli Hospitals as well as outreach services to Ngwelezane/Queen Nandi Hospital as required by the department. Maintain medical records, including on an electronic platform. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated by head of department and the needs of the province. Participation in provision of postgraduate health personnel teaching, including registrar teaching. Attend and participate in departmental academic sessions and meetings for part 1 and part 2 registrars as well as medical officers. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance.
- ENQUIRIES** : Dr Shona Bhadree Tel No: (031) 240 1920

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
- NOTE** : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 06 September 2024
- POST 30/252** : **MEDICAL SPECIALIST REF NO: MEDSPECNICU/1/2024 (X1 POST)**
Department: Paediatrics - Neonatology
- SALARY** : Grade 1: R1 271 901 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 451 214 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 680 780 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBChB; FCPaed (SA) plus current registration with the Health Professions Council of South Africa as a Specialist Paediatrician. Current registration with HPCSA as Specialist. Recommendation: Registration in the sub-specialty of Neonatology will be an advantage. Experience: **Grade 1:** No Experience required. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, Training and Competencies: Knowledge and skills as required for registration as a Paediatric Specialist. Appropriate specialist assessment, diagnosis and management of patients. Working with multi-disciplinary teams. Supervision and teaching of undergraduates and post-graduates. Behavioural attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Paediatricians of South Africa and the University of KwaZulu-Natal. NB. Candidates without the Subspecialty may be able to undertake subspecialty training in Neonatology as personal professional development pending fulfilment of the requirement for subspecialty training and approval of training number from Head of Registrar/Speciality/Subspecialty Steering Committee.
- DUTIES** : Provide both academic and clinical service functions at the Hospital, including inpatient and outpatient care and clinical training ward rounds. Maintain

statistics of patient care and participate in departmental audit programmes to assist with resource allocation and quality improvement. Participate in academic and administrative duties. Assist with staff development, evaluation, and progress reporting. Supervise paediatric registrars and medical officers in undertaking patient management. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. Participate in clinical research. Undertake rostered after-hours duties and outreach. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.

**ENQUIRIES
APPLICATIONS**

: Dr L Naidoo (Head Clinical Unit: NICU) Tel No: (031) 240 2498
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za

NOTE

: 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 06 September 2024

POST 30/253

: **MEDICAL SPECIALIST REF NO: MEDSPECGI/1/2024 (X1 POST)**
 Department: Gastroenterology

SALARY

: Grade 1: R1 271 901 per annum, all-inclusive salary package, (excluding commuted overtime)
 Grade 2: R1 451 214 per annum, all-inclusive salary package, (excluding commuted overtime)
 Grade 3: R1 680 780 per annum, all-inclusive salary package, (excluding commuted overtime)

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
 : MBCHB or equivalent qualification. Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. Current Registration with HPCSA as a Specialist Physician: Experience: **Grade 1:** No experience required. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as Specialist Physician. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Specialist Physician. Recommendations: Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health

Professions Council of South Africa as Medical Specialist – Physician. Knowledge, Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Registration with the HPCSA as a subspecialist in medical gastroenterology will be an added advantage.

DUTIES : Experience and willing to acquire and apply cognitive and technical skills in the sub-speciality of Gastroenterology. This includes endoscopic procedures and other procedures related to the practice of gastroenterology as directed by the Head of Clinical Unit. Control and management of clinical services as delegated by the Head of Clinical Unit. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertain to the unit. Conduct, assist and stimulate research. Provide training of undergraduate and postgraduate medical students and allied Health personnel. Participate in formal teaching as required by the department. Promote community orientated services and participation in departmental outreach programmes. Conduct outpatient clinics and provide expert opinion where required. Contribute and participate in the academic program of the Division of Internal Medicine and Department of Gastroenterology. Duties as directed by the Head of Clinical Unit when necessary.

ENQUIRIES : Dr VG Naidoo Tel No: (031) 240 1000 / 0832330662

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za

NOTE : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 06 September 2024

POST 30/254 : **MEDICAL OFFICER ANAESTHETICS REF NO: MO-ANAES/1/2024 (X1 POST)**
Department: Anaesthetics

SALARY : Grade 1: R949 146 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R1 082 988 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 253 415 per annum, (all-inclusive salary package), excluding commuted overtime

CENTRE : IALCH

- REQUIREMENTS** : Senior Certificate (Matric), MBCHB or equivalent qualification registered with the HPCSA. Current Registration with the Health Professions Council of South Africa, Independent practice. Experience: **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification, Registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa, independent practice. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa, independent practice. Recommendations: Diploma in Anaesthesia a recommendation. Experience in anaesthesia at registered training institutions and Diploma in Anaesthesia. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, planning, organising, and decision-making and interpersonal skills.
- DUTIES** : Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Provide an anaesthesia service under appropriate supervision. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide after-hours (nights, weekends, public holidays) onsite anaesthetic cover for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the departmental meetings and teaching programs. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.
- ENQUIRIES** : Dr. L Cronjé Tel No: (031) 240 1804/5
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
- NOTE** : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 06 September 2024

- POST 30/255** : **MEDICAL OFFICER REF NO: MO CARDIOTHOR/1/2024 (X1 POST)**
Department: Cardiothoracic Surgery
- SALARY** : Grade 1: R949 146 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R1 082 988 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 253 415 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Applicants must be registered as an independent practitioner with the Health Professions Council of South Africa. **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification, Registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa, independent practice. **Grade 3:** requires appropriate qualification, Registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa, independent practice. Skills, Knowledge, Training and Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training or at least spent 2 years in a cardiothoracic unit in an accredited academic centre either within the country or elsewhere.
- DUTIES** : Provide a clinical service encompassing the diagnosis, investigation, peri-operative care and surgical management of cardiothoracic patients. Competence in the clinical evaluation of the cardiothoracic surgical patient. The candidate will be expected to undertake clinics, do ICU calls, second calls on the duty roster, prepare patients for theatre and assist in theatre. Actively participate in the academic programme run by the department. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses.
- ENQUIRIES APPLICATIONS** : Dr R.Madansein Tel No: (031) 240 2114
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
- NOTE** : 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 06 September 2024

<u>POST 30/256</u>	:	<p><u>MEDICAL & DENTAL REGISTRAR</u> Discipline: Anaesthesiology and Critical Care Reg.01/2025, Cardiothoracic Surgery Reg.02/2025, Dermatology Reg.03/2025, Emergency Medicine Reg.04/2025, Family Medicine Reg.05/2025, Internal Medicine Reg.06/2025, Neurology Reg.07/2025, Oncology Reg.08/2025, Orthopaedics Reg.09/2025, Paediatrics & Child Health Reg.10/2025, Psychiatry Reg.11/2025, Dental (Oral Pathology) Reg.12/2025</p>
<u>SALARY</u>	:	R946 146 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.
<u>CENTRE REQUIREMENTS</u>	:	<p>Various (KZN) / Gauteng and KZN for Dental Registrars: Tertiary qualification (MBCHB) or equivalent (Medical) / Tertiary qualification BCHD/BDS or equivalent (Dental); Plus Registration certificate for Independent Practice with the Health Professions Council of South Africa; Current Annual Practicing Certificate from Health Professions Council of South Africa; Twelve (12) months post Community Service experience as a Medical Officer/Dentist as at closing date of this advert; Valid driver's license; Relevant Discipline Specific Minimum Requirements below (depending on the Discipline / Dentistry): Anesthesiology and Critical Care: 12 Months full time experience in Anesthesia and DA (SA) or equivalent and FCA Part 1 Examination (or Equivalent). Emergency Medicine: 6 Months full time, recent experience in the Discipline and Primary Exams. Cardiothoracic Surgery: FCS Primary Exams and ATLS Course. Dermatology: Contribution to social outreach programmes (shortlisted candidates will be requested to provide evidence and proof) and an accredited IsiZulu course for non-Zulu speaking candidates and documented research or scientific peer reviewed publications and 12 months Medical Officer time in Dermatology. Family Medicine: Nil. Internal Medicine: 12 months experience in the Discipline and FCP Part I and experience in a rural area or peripheral setting post community service. Dental (Oral Pathology): A minimum of five (5) years in clinical practice and Primary exam. Neurology: 6 months experience in the Discipline of Internal Medicine and Primary exams. Oncology: 6 months experience in the Discipline. Orthopaedics: 12 months recent experience the Discipline and Primary exams. Paediatrics & Child Health: 6 months experience in the Discipline in a Regional hospital and FC Peads Part I or Diploma in Child Health. Psychiatry: 6 months experience in the Discipline and either FC Psych I or Diploma in Mental Health (or equivalent). Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.</p>
<u>DUTIES</u>	:	Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor, Personal development to the level of independent specialist practice in the chosen field.
<u>ENQUIRIES</u>	:	<p>Discipline enquiries: Anaesthesiology and Critical Care Prof D. Gopalan Tel No: (031) 260-4329 Cardiothoracic Surgery Dr R. Madansein Tel No: (031) 260-2114 Dermatology Prof Ncoza Dlova Tel No: (031) 260-4530 Emergency Medicine Dr S. Garach Tel No: (031) 260-4531 Family Medicine Prof B. Gaede Tel No: (031) 260-4485 Internal Medicine Prof N. Magula: Tel No: (031) 260-4242 Neurology Prof V.B. Patel Tel No: (031) 420-2359 Oncology Dr L. Stop forth Tel No: (033) 897-3222 Orthopaedics Dr P.G. Mthethwa Tel No: (031) 260 4297 Paediatrics & Child Health Prof R. Masekela Tel No: (031) 260-4348 Psychiatry Prof B. Chiliza Tel No: (031) 260-4321 Dental (Oral Pathology) Dr. N. Daki Tel No: (033) 395-2332 Department of Health HR enquiries: Mrs R Erasmus Tel No: (033) 395 2742/3347/2472</p>

APPLICATIONS

: All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver/ courier to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower. Applicants are discouraged from sending applications through registered mail as the Department will not be responsible for non-collection of these applications. Applications can also be submitted through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or directly to the following email address Headoffice.HRJobapplication@kznhealth.gov.za. Applications submitted through the online platforms must include copies of all documents listed above. Original certified copies of qualifications and other relevant documents will be requested from shortlisted candidates which must be submitted on the day of the interview.

**FOR ATTENTION
NOTE**

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/3347/2472

: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. As per HPCSA Regulations, the duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED at own expense. All Registrars will be required to sign a contract which includes training AND service responsibilities. Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. The interview process will consist of technical and practical assessment aspects as well as an Ethical Assessment as part of the recruitment process. An assessment of competences will also be done as part of the selection process. This may include verification of qualifications, experience, reference checks etc. In addition to interview performance, selection will be based on multiple parameters. Note: Dental Registrars: training will be both within Gauteng and KZN Province. Initial relocation cost will be covered by Department of Health; Dental registrars will be responsible for finding their own accommodation. Training and rendering of clinical services will take place at various sites Greys, IALCH, King Edward and universities in Gauteng. The training sites will be determined by the Academic Head of Department. All Registrars will be expected to register with the university for the MDENT. All Registrars will be required to sign a service obligation contract with KZN DOH. Preference will be given to candidates from KZN. The following documents must be submitted: Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 which is obtainable from the website - www.kznhealth.gov.za, Curriculum Vitae (CV) and Application Pro-forma form (mandatory) which is accessible from the website www.kznhealth.gov.za. Failure to do so will result in disqualification. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The post reference number must be indicated in the column provided on the form Z.83. It is the responsibility of those applicants with foreign qualifications to have the qualification evaluated by the South African Qualifications Authority (SAQA). 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). Persons with disabilities should feel free to apply for the post/s. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. The Department is an equal opportunity affirmative action employer and to this end, has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets for the occupational level concerned. Department reserves the right not to fill these post (s).

- CLOSING DATE** : 06 September 2024
- POST 30/257** : **CLINICAL PSYCHOLOGIST GRADE 1,2,3 REF NO: UMZ05/2024 (X1 POST)**
Component: Clinical Psychology
- SALARY** : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum
- CENTRE** : Umzimkhulu Psychiatric Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate/Matric Grade 12. Master's Degree in Clinical Psychology Plus. Certificate of Independent Practice as a Clinical Psychologist with Health Professions Council of South Africa (HPCSA). **Grade 2:** Master's Degree in Clinical Psychology Plus. Certificate of Independent Practice as a Clinical Psychologist with Health Professions Council of South Africa (HPCSA). Eight (8) years of experience after registration as a Clinical Psychologist Only shortlisted candidates will be required to submit proof of work experience (current of service record/certificate of services) endorsed by HR Office. **Grade 3:** Master's Degree in Clinical Psychology Plus. Certificate of Independent Practice as a Clinical Psychologist with Health Professions Council of South Africa (HPCSA). Sixteen (16) years of experience after registration as a Clinical Psychologist Only shortlisted candidates will be required to submit Proof of work experience (current of service record/certificate of services) endorsed by HR Office. Recommendation: Unendorsed Valid Code EB Driver's License (Code 8). Computer Literacy in Microsoft Word, Excel, Outlook and PowerPoint. Knowledge, Skills, Training & Competencies Required: Competency in psychological assessment and report writing within the context of involuntary, voluntary, assisted and forensic mental health care users. Provide psycho-diagnostic and therapeutic services. Demonstrable competency and knowledge of best practices in psychotherapy and patients recovery from psychosis. Ability to develop and implement psychological rehabilitation programmes. Ability to work with other mental health professionals within the multi-disciplinary team, Good interpersonal decision making and problem solving skills.
- DUTIES** : Ensure effective and efficient management of all persons referred for psychological services. Manage MHCUs within a multidisciplinary team framework. Ensure compliance with applicable policies and procedures. Participate in the development of guidelines and policies. Engage in consultation with other departments/hospitals when required. Develop and render psychotherapeutic programme for long stay chronic mental health care users in line with best practices in psychosocial rehabilitation. Provide forensic psychological assessment to persons referred by the court, including children in conflict with the law, and survivors of crime. Court testimony as expert witness. Attend to relevant administrative matters. Provide teaching and training to intern Clinical Psychologists and other clinical staff. Participate in hospital's outreach programmes. Undertake mental health research.
- ENQUIRIES** : Dr NMG Mbanjwa Tel No: (039) 259 0310
- APPLICATIONS** : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital, 3297or email:Nkosinathi.bangani@kznhealth.gov.za
- FOR ATTENTION** : Mr. E.N. Bangani
- NOTE** : Directions to candidates: The following documents must be submitted: Applicants are required to submit new Z83 and detailed CV (Z83 fully completed), which is obtained at any Government Department or from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above

instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other Vetting procedures. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 13 September 2024
- POST 30/258** : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: CATO 01/2024 (X1 POST)**
Maternity Component
- SALARY** : R656 964 – R748 683 per annum, plus 13th cheque, Medical Aid (optional), Home Owners Allowance, etc. (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Cato Manor CHC
Senior Certificate/ Grade 12 or equivalent. Diploma/ Degree in General Nursing Science and Midwifery plus, or equivalent qualification. One (1) Post-basic qualification in Advance Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC 2024. applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. Competencies: Good interpersonal relationship skills and good listening skills, perform clinician nursing practice in accordance with scope of practice and nursing standards. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks such as: Nursing Act Occupational Health and Safety Act, Patient 's Rights Charter, Bato Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight on the procedure and policies pertaining nursing care. Leadership, organizational, decision –making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Be prepared to work shifts, weekends, Night and Public holidays if a need arise. Computer skills in basic programs, sound knowledge of scope of practice.
- DUTIES** : Overall supervision of the facility after hours and during the weekends. Provide effect management and professional leadership in specialized unit. Ensure implementation of quality maternal child and woman's health care programmes. Provision of quality nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of nursing care plans. Coordinates the provision of effective training and research. Attend mortality meetings monthly and unsure cost effect and appropriate management of resource. Identify, develop and control risk management systems within the unit. Provide a safe, therapeutic environment as set laid down by Nursing Act, Occupational health and safety Act and all applicable prescripts. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Ensure maternal and child updated protocols and guidelines in the CHC. Implement standards, practices and indicators for Maternal and child health care and CARM. Improve availability of PMTCT. Maintain accurate and complete patient's records according to legal requirements. display concern for patients, advocating and facilitating proper treatment and care. Ensure staff development and monitor performance through EPMDS. Provide guidance and leadership in the implementation of the National Core standards, clinics audits National Health Priorities, quality improvement initiatives including National Priority Programme Plans and Ideal clinic initiative and realization. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate

effective communication with patients, community and multidisciplinary team participate in the analysis and formulation of nursing policies and procedures. Monitor implementation and performance of emergencies on daily, weekly and monthly basis. Ensure that staff is orientated, mentored and developed to provide quality patient care. Ensure that discipline and professionalism is instilled and maintained. Ensure accurate and reliable data management submitted to Facility Information Office (FIO) timeously.

ENQUIRIES : Mr S.M Nkosi (Deputy Manager Nursing) Tel No: (031) 261 1508
APPLICATIONS : Applicants can submit their Z83 and CV directly to the following email address: EThekwini District Office: EThekwiniDistricthealth.Jobapp@kznhealth.gov.za
 Hand delivery: eThekwini District Office, 83 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000

FOR ATTENTION : Assistant Director: Human Resource Management Service
NOTE : applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za /documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity ACT: therefore, all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment is subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC).

CLOSING DATE : 06 September 2024

POST 30/259 : **CLINICAL PROGRAM COORDINATOR (QA) (GENERAL STREAM); REF NO: CATO 03/2024 (X1 POST)**
 Cluster: Nursing Management Services

SALARY : R520 560 – R596 322 per annum, plus 13th cheque, Medical Aid (optional), Home Owners Allowance, etc. (Employee must meet prescribed requirements)

CENTRE : Cato Manor CHC
REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent. Basic R425 Qualification: Diploma/ Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery plus: One (1) Post-basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC as professional nurse (SANC receipt 2024). Applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. Recommendations: Diploma/Degree in Nursing Administration, computer literacy. Competencies: 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 policies and practices, strong interpersonal communication and presentation skills, knowledge of total quality management (TQM), knowledge of Norms and standards, Ideal Clinic realization and Maintenance, provincial Quality initiatives (Human Rights, Bato Pele Principles and Patient's Rights Charter. Understanding of OHSC guidelines and requirements.

DUTIES : Improve quality of health and provide leadership in quality assurance in the clinic. Ensure compliance with prescripts, guidelines and protocols strengthen health systems effectiveness. Facilitate implementation and monitoring of

OHSC Norms and standards, Ideal Clinic and Ideal Hospital realisation and maintenance frameworks within the clinic, coordinate ideal clinic and Norms and standard audits and ensure that results and QIP's are captured on the system. Ensure that waiting times and patients experience of care surveys are conducted according to the plans in the clinic re-inforce and all clinic governance subcommittees are functional. Train staff on new assessment tools and new versions for ICRM, IHRM and norms and standards. Monitor and evaluate delivery of equality patient care in the clinic. Work with the multidisciplinary team to ensure that quality care services are rendered in the clinic.

ENQUIRIES : Mr S.M Nkosi (Deputy Manager Nursing) Tel No: (031) 261 1508
APPLICATIONS : Applicants can submit their Z83 and CV directly to the following email address: EThekwini District Office: EtheKwiniDistrictHealth.Jobapp@kznhealth.gov.za
 Hand delivery: eThekwini District Office, 83 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000.

FOR ATTENTION : Assistant Director: Human Resource Management Service
NOTE : applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity ACT: therefore, all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment is subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience form Employers and verification from Company Intellectual Property Commission (CIPC).

CLOSING DATE : 06 September 2024

POST 30/260 : **CLINICAL NURSE PRACTITIONER (ADVANCED MIDWIFE) GRADE 01 AND 02 (X3 POSTS)**

SALARY : Grade 1: R451 533 – R530 376 per annum
 Grade 2: R553 545 – R 686 211 per annum
 Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

CENTRE : Kwamashu CHC Ref No: KCHC/ADM/06/2024 (X2 Posts)
 Ntuzuma Clinic Ref No: NTU/ADM/07/2024 (X1 Post)

REQUIREMENTS : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Bathe Pele principles, Public Service Regulations, Labor Relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.

Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES

: Ms O Magwaza Tel No: (031) 501 1777

APPLICATIONS

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. LRP/KCHC/15/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 06 September 2024

POST 30/261

: **PROFESSIONAL NURSE – SPECIALTY (MATERNITY) REF NO: CTK 02/2024**
Branch: Human Resources

SALARY

: Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 - R686 211 per annum

CENTRE

: Christ The King Hospital

REQUIREMENTS

: **Grade 1:** Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing with midwifery. One (1) year post basic qualification in

Advanced Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Certificate of service endorsed by Human Resource department (certificate of service). Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. **Grade 2:** Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Certificate of service endorsed by Human Resource department. Knowledge, Skills, Competencies and Training Required: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

DUTIES

: Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRIES
APPLICATIONS**

: Miss MNL Mthembu – DMN Tel No: (039) 834 7500
 : Applications may be forwarded to: Assistant Director - HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." NB: Failure to comply with the above instructions will disqualify applicants.

**FOR ATTENTION
NOTE**

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500
 : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is

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

- CLOSING DATE** : 06 September 2024
- POST 30/262** : **CLINICAL NURSE PRACTITIONER (X3 POSTS)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital:
Newcastle Clinic
Madadeni Clinic 1
Osizweni Clinic 2 (X1 Post)
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the Norms and Standards, Ideal Clinic and data management.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure effective Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Norms and Standards and Ideal Clinic Realisation and Maintenance Framework. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.
- ENQUIRIES** : Ms. R.M Sithole Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email it to sibongiseni.kheswa@kznhealth.gov.za
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit

records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. EE Target (African Male). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 06 September 2024
- POST 30/263** : **CLINICAL NURSE PRACTITIONER (PMTCT) REF NO: DANCHC 05/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
- CENTRE** : Nelliesfarm Clinic
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient’s Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.
- ENQUIRIES** : Miss GM Masuku Tel No: (034) 621 6100

- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 or Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African male.
- CLOSING DATE** : 06 September 2024
- POST 30/264** : **CLINICAL NURSE PRACTITIONER (HIGH TRANSMISSION AREA (HTA) REF NO: KCD 13/2024**
- SALARY** : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Umthonjaneni Sub-district 2 CNP (St Mary's KwaMagwaza Hospital).
: **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2024).
Grade 2: Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2024). Recommendation: Valid Drivers' License and Professional Driving Permit. Computer Literacy MS Office Software Applications.
- DUTIES** : Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. Participate in quality improvement programmed and clinical audits. Identify risks and develop risk management systems for patient care. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts. Maintain accurate and complete patient records according to the legal requirement Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline. Manage and supervise effective utilization of all allocated resources. Implement and monitor infection prevention and control protocols. Provision of effective and efficient information management systems. Maintain constructive working relations with nursing and other members of the multidisciplinary team.
- ENQUIRIES APPLICATIONS** : Mr MN Mbatha Tel No: (035) 787 6203
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. Applicants are

encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshtwayoDistrictHealth.HRJobApplication@kznhealth.gov.za.

**FOR ATTENTION
NOTE**

: Mr MTR Nzuza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. “Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

: 06 September 2024

POST 30/265

: **PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFERY) REF NO:
INA ADM 01/2024 (X1 POST)**

SALARY

: Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Other Benefits: 13th cheque Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8% rural allowance.

**CENTRE
REQUIREMENTS**

: KZN Health linanda C CHC
: Grade 12/ Matric or equivalent, Degree/Diploma in general nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery accredited with the SANC. Certificate of service endorsed by your Human Resource Department (only shortlisted candidates). Grade 1: Experience: a minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Plus one year Post Basic Nursing Qualification in Advanced Midwifery. Grade 2: Experience: a minimum of 14 years appropriate / recognizable experience in nursing of which at least 10 years must be appropriate recognizable experience after obtaining the one year Post basic qualification in advanced midwifery. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act, Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills on basic programs.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women’s health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) BBI.

Identify high risks clients during antenatal and post-natal periods, manage and refer accordingly. Ensure that other antenatal care programs i.e. BANC are implemented to enhance care to all pregnant women. Ensure implementation and integration of HAST programs in O&G departments within the facility. Ensure accurate and proper record keeping for statistical purposes. Ensure adherence to the principles of infection prevention and control practices in the unit. Assess and identify the relationship between normal and physiological and specific system, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Able to identify, manage, assist medical officer and refer obstetric emergencies according to protocols and guidelines. Participate in training, monitoring and research with the view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating of training and promote learning opportunities for all nursing categories. Ensure compliance to qualify, IPC, Ideal CHC Hospital realization and maintenance (HRM) and norms and standards. Complete patient related data, partake in PPIP and attend peri-natal meetings. Collate and analyse data before submitting to the next level. Promote, instill and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in-depth understanding of legislation and related nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members. Monitor and report patient and safety incidence and patient's complaints. Assist in orientation and mentoring of staff.

- ENQUIRIES** : Ms. Nhlapho (AMN) Tel No: (031) 519 0455
- APPLICATIONS** : to be forwarded to or courier -: Sindisiwe.gumede@kznhealth.gov.za or The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or hand delivered to Human Resource Department, C 135 Umshado Road, Inanda, 4309
- NOTE** : Directions to candidates: The following documents must be submitted, Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za,(b) Updated comprehensive Curriculum Vitae stating any experience relevant to the Position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z 83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 e.g. INA ADM 01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote represent in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications).Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply.
- CLOSING DATE** : 06 September 2024. Applications must be submitted on or before the closing date.
- POST 30/266** : **CLINICAL NURSE PRACTITIONER (PHC) (NURSING) REF NO: CATO 02/2024 (X2 POSTS)**
- SALARY** : R451 533 – R530 376 per annum
R553 545 – R 688 211 per annum
plus 13th cheque, Medical Aid (optional), Home Owners Allowance, etc. (Employee must meet prescribed requirements).
- CENTRE** : Cato Manor CHC
- REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent. Diploma / Degree in General Nursing Science and Midwifery plus, or equivalent qualification. One (1) Post-basic qualification in Clinical Nursing Science, Health Assessment, treatment and Care (PHC). Current registration with SANC 2024. Applicants are submitting only Z83 and CV on application, all other documents will be

submitted by shortlisted candidates only). **Grade 1:** Minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General nursing, of which at least 10 years must be appropriate /recognizable experience after obtaining one (1) year post-basic qualification in Primary Health Care. Competencies: Knowledge of all applicable legislations such as Nursing Act, Occupational Health and Safety Act, Batho Pele principles and patients, Right Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decisions making and problem solving, conflict handling and counselling. Good listening skills and communications skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES : Provide promotive, preventative, curative and rehabilitative services to community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele Principles. Executive duties and functions with proficiency and perform duties according to scope of practice. Implementation of infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, maternal and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to the community. Assist in data management. Ensure pharmaceutical management Assist in the management of mother and child programmes. Prescribe and dispense medication according to treatment guidelines, protocols and EDL for Primary Health Care. The clinician is expected to work after hours and over the weekend according to the rooster.

ENQUIRIES : Mr S.M Nkosi (Deputy Manager Nursing) Tel No: (031) 261 1508
APPLICATIONS : Applicants can submit their Z83 and CV directly to the following email address: EThekwini District Office: EtheKwiniDistricthealth.Jobapp@kznhealth.gov.za Hand delivery: eThekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban or be Posted Private Bag X54318, Durban, 4000

FOR ATTENTION : Assistant Director: Human Resource Management Service
NOTE : applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za /documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity ACT: therefore, all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment is subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience form Employers and verification from Company Intellectual Property Commission (CIPC)

CLOSING DATE : 06 September 2024

POST 30/267 : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY REF NO: CATO 04/2024 (X1 POST)**

SALARY : R451 533 – R530 376 per annum
R553 545 – R688 211 per annum

plus 13th cheque, Medical Aid (optional), Home Owners Allowance, etc. (Employee must meet prescribed requirements).

CENTRE REQUIREMENTS

: Cato Manor CHC
: Senior Certificate/ Grade 12 or equivalent. Diploma/ Degree in General Nursing Science and Midwifery plus, or equivalent qualification One (1) Post-basic qualification in Advance Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC 2024. Recommendations: Computer literacy. Diploma in nursing management. Demonstrate and understanding of nursing legislations related and ethical nursing practice. Competencies: Knowledge of all applicable legislations such as Nursing Act, Occupational Health and Safety Act, Batho Pele principles and patients, Right Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decisions making and problem solving, conflict handling and counselling. Good listening skills and communications skills Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES

: Implementation of maternal, neonatal and child health care programme. Clinician is expected to work after hours and over the weekend according to the rooster. Implementation standards practices and indication for maternal and child health care. Strengthen reproductive health and post-natal services. Demonstrate effective communication with patients. Support mother baby friendly initiatives. Participate in PPIP programs and data management and ensure timeous submission to Facility Information Officer. Ensure proper utilization of resource in the unit Implementation of ESMOE and CARMMA elements. Implementation of EMTCT and its management. Ensure implementation of neonatal EPOC. Maintain a constructive working environment with multi-disciplinary team members Ensure proper management and integration of HAST programmes within the maternity unit of the facility. Ensure compliance to quality, infection prevention and control (IPC) programmes i.e Ideal Clinic realization and maintenance (ICRM) and Norms and standards. Enforce discipline, professionalism and work ethics among employees.

ENQUIRIES APPLICATIONS

: Mr S.M Nkosi (Deputy Manager Nursing) Tel No: (031) 261 1508
: Applicants can submit their Z83 and CV directly to the following email address: EThekwini District Office: EtheKwiniDistrictHealth.Jobapp@kznhealth.gov.za
Hand delivery: eThekwini District Office, 83 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000

FOR ATTENTION NOTE

: Assistant Director: Human Resource Management Service
: applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will results in disqualification of the application. Z83 form is obtainable form any Public Service Department or on the internet at www.dpsa.gov.za /documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity ACT: therefore, all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment is subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience form Employers and verification from Company Intellectual Property Commission (CIPC)

CLOSING DATE

: 06 September 2024

POST 30/268 : **PROFESSIONAL NURSE – GENERAL (WITH MIDWIFERY) REF NO: CTK 01/2024**
Branch: Human Resources

SALARY : Grade 1: R307 473 – R362 187 per annum
Grade 2: R375 480 - R442 296 per annum

CENTRE REQUIREMENTS : Christ The King Hospital
Grade 1: Matric /Senior Certificate or equivalent qualification. Basic R425 qualification i.e. Degree/Diploma in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwifery. Current registration with SANC as General Nurse. **Grade 2:** Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General nursing and midwifery that allow registration with SANC as a Professional Nurse and a Midwife. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current SANC receipt for 2024. Certificate of service endorsed by Human Resource department. Knowledge, Skills, Competencies and Training Required: Demonstrate a comprehensive understanding of Acts, Policies, Procedures, Prescripts and Legislations. Ability to perform clinical practice in accordance scope of practice and nursing standards as determined by the relevant health facility. An understanding of the challenges facing the public health sector but not overstepping scope of practice. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Working as part of a multi-disciplinary team. Supervisory, team-building, problem-solving, communication and skills to practice in the field of work.

DUTIES : Provide directions and supervision for the implementation of the nursing plan (clinical practices /quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice).Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES APPLICATIONS : Miss MNL Mthembu – DMN -Tel No: (039) 834 7500
Applications may be forwarded to: Assistant Director - HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." NB: Failure to comply with the above instructions will disqualify applicants.

FOR ATTENTION NOTE : Mr Z.C Mhlongo Human Resources, Tel No: (039) 834 7500
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 detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 06 September 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. Applications should be submitted on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 06 September 2024 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e., effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za/ www.dpsa.gov.za/. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 30/269** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL GOVERNANCE, COORDINATION & SUPPORT REF NO: LDOE 01/08/2024**
(Re-advertisement, Applicants who previously applied are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R1 741 770 per annum, (all-inclusive package)
Head Office, Polokwane
- : An undergraduate qualification NQF 8 level as recognized by SAQA. Eight (8) years' experience at senior managerial level. Managerial experience within the education sector will be an added advantage. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. A valid driver's license (with the exception of people with disability. Proof of completion of SMS Pre-entry Programme Must be submitted before. Core & Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery, Innovation; Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking, Ability to work under pressure, Functional computer literacy.

- DUTIES** : Manage the development of education institutions and ensure quality service delivery within education districts. Manage the provision of quality and standards for learning and teaching. Manage and facilitate the provisioning of learner social support programmes. Manage district operations, coordinate, and support the delivery of programmes and activities. Manage the development, maintenance and implementation of appropriate Policies and Frameworks for School Governance. Manage school affairs. Build capacity to ensure quality leadership and management. Manage and coordinate norms and standards for school funding. Be effective communicator with the ability to develop policies and programmes to ensure quality service delivery within education districts, provide institutional management and governance policy direction, support, monitor and evaluate the provisioning of quality standards for teaching and learning. Extensive professional and practical experience in the field of education/curriculum is essential.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 30/270** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDOE 02/08/2024**
Branch: Financial Management
(Re-advertisement, Applicants who previously applied are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum, (all-inclusive package)
Head Office, Polokwane
: An undergraduate qualification NQF level 7 in Finance / Supply Chain Management or equivalent qualification as recognized by SAQA .5 years of experience at a senior managerial level. A valid driver's license (with the exception of people with disability. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process. Competencies: Strategic capability & Leadership. People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving & Analysis. Communication. Knowledge and Skills: The PPPFA, the PFMA and Treasury Regulations. Motivated and output-driven. Extensive knowledge and experience in Asset Management. In-depth knowledge of Finance, SCM and Asset Management procedures and practices. Knowledge of the GIAMA and SCM Practice Notes. LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background. Knowledge and qualities on the following, proven innovative and creative abilities, Financial management skills, Honesty and integrity, Problem solving and analysis skills Focus, Communication, Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking, Ability to work under pressure, Functional computer literacy.
- DUTIES** : Manage performance of SCM activities (demand, procurement, stores, contracts, assets, and transport) in compliance with the relevant legal prescripts. Ensure that the departmental strategic objectives support the principles and legislation governing SCM. Manage assessment of procurement plan to ensure that spending and empowerment targets are achieved. Manage compliance with requirements for specifications/terms of reference and communicate recommendations to relevant authorities. Manage functioning of the bid specification committee, bid compilation, advertising and distribution processes as well as bid evaluation and adjudication processes. Manage the creation of application forms and criteria for supplier's /service providers to be listed on database. Manage the approval processes and approve requisition forms where required. Exercise control over all functions and personnel. Manage the establishment and maintenance of mechanisms for monitoring supplier performance. Management of performance and risks relating to contracts.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.0.

POST 30/271 : **DIRECTOR: INTERSEN REF NO: LDOE 39/08/2024**
Chief Directorate: Early Childhood Development & General Education & Training

SALARY : R1 216 824 per annum, (all - inclusive package)
CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification NQF level 7 as recognized by South African Qualifications Authority (SAQA) Any relevant postgraduate qualification NQF level 8 and above, will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme MUST be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: In depth knowledge of the National Curriculum statement and its implementation in GET sector. knowledge of the National Qualification framework and curriculum development processes. knowledge of and ability to strengthen curriculum implementation at the relevant phase of the above directorate. knowledge of other related education policies and laws e.g. National Policy Act (NEPA), South African Schools ACT(SASA), Curriculum Policy Statement (CAPS), National Policy Pertaining to the Programme and Promotion requirements of the National Curriculum Statement Grades R - 12(NPPPPR) etc. The ability to provide the strategic leadership in the Intermediate and Senior Phase. Good General Management skills. A thorough understanding of and experience in all Processes involved in Project management. The ability to co-ordinate and manage the finances of the directorate in line with PFMA and Procurement processes. Good and functional knowledge of governments' prescripts, knowledge of monitoring, evaluation and reporting systems and processes and projects management. Planning and Organizing skills. Knowledge and understanding of the unfolding assessment models in GET. Strong leadership, advanced computer skills. Good interpersonal skills and ability to handle pressure.

DUTIES : The management and the administration of the directorate. The development/review of learner attainment strategies at the intermediate and senior phase. Function meaningfully in relevant National/Provincial Policy Structures/Committees when invited to do so. Initiate special interventions and support programmes to Districts, Circuits and Schools. Provide professional support to Districts, Circuits and Schools. Manage and coordinate the development and implementation of policies, programmes and systems for Humanities. Manage and coordinate the development and implementation of policies, programmes and systems for languages. Manage and coordinate the development and implementation of policies, programmes and systems for commercial subjects and any other programmes to be added per organizational structure/components.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/272 : **DIRECTOR: INCLUSIVE EDUCATION & SPECIAL SCHOOLS REF NO: LDOE 40/08/2024**
Branch Curriculum Management & Delivery

SALARY : R1 216 824 per annum, (all-inclusive package)
CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant postgraduate qualification NQF level 8 and above, will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: Knowledge of relevant legislation and policies, including the Public Finance Management Act, Public Service Act, Education White Paper 6 and other relevant prescripts, Treaties, Declarations and Conventions

DUTIES

relating to Inclusive Education; Ability to take initiative, work under pressure and problem-solving skills; Experience in coordinating Inclusive Education programmes; Coordination and management of support for learners, especially those with Barriers to learning and Disabilities; Implementation and management of Conditional or Donor Grants. Presentation skills, analytical thinking, research, and report writing skills; Policy formulation and implementation; Project management; Computer literacy.

: Manage and provide strategic leadership on implementation of Inclusive Education programmes; Special Schools and specialized training. In depth understanding and implementation of Inclusive Education and capacitated educators. Provide strategic leadership, manage and co-ordinate the establishment and maintenance of all the Education White Paper 6 support structures. Network of structures to manage the delivery of Inclusive Interventions and Programmes. Manage and Co-Ordinate implementation of the SIAS Programmes, utilization of the SNA forms, and development of the ISPs for vulnerable learners. The incumbent will: Collaborate with other directorates, government departments, Disability Sector and Non-Governmental Organisations, Legislature, Department of Education and Private Sector; Take responsibility for the management and administration of the Directorate: Inclusive Education and Public Special Schools; Ensure that there are strategic links between the work of the Directorate, other sections of the LDOE; Coordinate and manage the human and financial (i.e. line budget and conditional grants) resources and assets of the Directorate in line with the Public Finance Management Act (PFMA), treasury regulations, guidelines and circulars; Facilitate collaboration between Directorate: Inclusive Education & Public Special Schools and Curriculum to strengthen curriculum delivery and support for teachers and learners in special schools; Ensure and management of the implementation of Inclusive Education Programmes, including the Policy on the Screening, Identification, Assessment and Support (SIAS), Learning Programme for Children/Learners with Severe to Profound Intellectual Disability (C/LSPID), Accommodations and Concessions, and other interventions; Participate in and support collaborative interventions, such as the placement of learners with disabilities in schools; Establish mechanisms for regular consultation and communication with key stakeholders to ensure the effective implementation of inclusive education across the curriculum; Monitor and evaluate the effectiveness of Inclusive Education Programmes; Participate in the development and implementation of the strategic and operational plans for the Directorate and Curriculum Branch. Participate in National Structures and Forums regarding the implementation of Inclusive Education (e.g., Interprovincial Meeting on Inclusive Education); Lead advocacy campaigns and activities to raise awareness and understanding of Inclusive Education and instil a mind-set that believes that all learners can learn and have a right to Basic Education; Ensure that all queries relating to the work of the Directorate are properly responded to.

ENQUIRIES

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/273

: **DIRECTOR: PSYCHOLOGICAL AND GUIDANCE SERVICES REF NO: LDOE 41/08/2024**
Chief Directorate: Learner Social Support Programmes

SALARY CENTRE

: R1 216 824 per annum, (all - inclusive package)
Head Office

REQUIREMENTS

: An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant postgraduate qualification NQF level 8 and above will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: The Public Sector and its regulatory and legislative framework Educational psychological principles, methodologies, and procedures. The Public Sector management reporting requirements. Experience in training and counselling.

<u>DUTIES</u>	:	Manage and monitor the provisioning of psychological and learner support services Manage and monitor the implementation of integrated school health programmes. Coordination and linking of schools to their local clinics and hospitals within the districts Manage and facilitate the provisioning of HIV and AIDS Life Skills empowerment programmes. Manage and facilitate the provisioning of career guidance and expo services in schools.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/274</u>	:	<u>DIRECTOR, NORMS & STANDARDS: REF NO: LDOE 42/08/2024</u> Chief Directorate: Budgeting And Norms & Standards for School Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum, (all-inclusive package) Head Office An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant postgraduate qualification NQF level 8 and above, will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & Skills: The PFMA and South African School Act (SASA). Knowledge in budgeting and procurement. Extensive knowledge of reconciliation. BAS knowledge and experience. Knowledge in advance Excel. Experience in providing support to internal stakeholders. Implementation of intergovernmental mandates.
<u>DUTIES</u>	:	Manage administration of school funding. Manage the compliance with National Norms and Standard. Analyse monitor transfer of norms and standard. Manage the allocation and expenditure control of Norms and Standard funding for educational institutions Ensure that the departmental strategic objectives support the principles and legislation governing the Norms and Standard School funding. Manage the creation of application forms and criteria for supplier's/service providers to be listed on database. Manage the performance of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/275</u>	:	<u>DISTRICT DIRECTOR (X3 POSTS)</u> Chief Directorate: District Management & Support
<u>SALARY CENTRE</u>	:	R1 216 824 per annum, (all - inclusive package) Vhembe East: Ref No: LDOE 43/08/2024 Waterberg: Ref No: LDOE 44/08/2024 Sekhukhune East: Ref No: LDOE 45/08/2024
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant education postgraduate qualification will be an advantage.05 years of relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills. The Public Sector and its regulatory and legislative framework, Education and school management regulatory and legislative framework, Education management principles, methodologies and procedures, and the Public Sector management reporting requirements. Manage the professional and administrative functioning of District. Manage and render corporate services for the district in accordance with policy and delegations. Co-ordinate and monitor that the allocation and utilization of financial and human resources in the district is cost effective and benefits the institutions equitably. Manage and monitor implementation of curriculum delivery and learner support. Provide leadership and direction with regard to the promotion of Early Childhood Development,

education management and governance development and oversee monitoring and support of public ordinary schools and special schools. Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

OTHER POSTS

POST 30/276 : **CHIEF ENGINEER: ELECTRICAL GRADE A REF NO: LDOE 03/08/2024**
Directorate: Infrastructure Planning Management
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 200 426 per annum, (all – inclusive salary package)
Head Office, Polokwane
: An engineering qualification (B Engineering / BSc in Engineering) (NQF level 7) as recognized by SAQA. A Government Certificate of Competency in Electrical Engineering as a Professional Engineer will serve as an added advantage. Six 6 years' relevant experience post qualification. Valid Registration as a professional Engineer with Engineering Council of South Africa (ECSA). A valid driver's license (with the exception of people with disability). Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & Skills: A good understanding of all relevant legislation and construction industry contracts is needed. Maintenance skills and knowledge. Thorough knowledge and experience related to electrical services to buildings, streets, and area lighting as well as HT and LT reticulation systems. Knowledge of and experience in the implementation of the OHSA is highly recommended.

DUTIES : Provide electrical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, system, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement strategy the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering Installations and oversee commissioning of electrical engineering installations.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/277 : **CHIEF ENGINEER GRADE A: REF NO: LDOE 08/08/2024**
Directorate: IT Services
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 200 426 per annum
: Head Office, Polokwane
: An engineering qualification (B Engineering / BSc in Engineering) (NQF level 7) as recognized by SAQA. 6 years' experience post qualification. Valid Registration as a professional Engineer with Engineering Council of South Africa (ECSA). A valid driver's license (with the exception of people with disabilities). Core & Process Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & skills: Computer skills. Planning, organizing and execution skills.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. 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. 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 (c) Governance (i) 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. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. 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. 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 : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/278 : **CHIEF ARCHITECT GRADE A: REF NO: LDOE 07/08/2024**
 Directorate: Infrastructure Delivery
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 042 170 per annum
 : Head Office, Polokwane
 : An undergraduate qualification NQF level 7 in Architecture (or relevant qualification) as recognized by SAQA. 6 years post qualification architectural experience. Compulsory registration with South African Council for Architectural Profession (SACAP) as a Professional Architect. A valid driver's license (with the exception of people with disability). Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills: Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Proven computer literacy; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

DUTIES : Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and

management of funds to meet the budgeted MTEF objectives within the architectural environment/services. 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, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 113 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. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 30/279 : **DEPUTY DIRECTOR: INFRASTRUCTURE (CIVIL /MECHANICAL) REF NO LDOE 04/08/2024**
 Directorate: Infrastructure Delivery
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive package)
 : Head Office, Polokwane
 : An undergraduate qualification NQF level 7 in Civil / Mechanical Engineering or equivalent qualification as recognized by SAQA. Five (5) years' experience within the environment, of which three (3) must be Assistant Director in the field. A valid driver's license (with the exception of people with disability. Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & Skills: Extensive knowledge of all mechanical engineering aspects in the built environment. Understanding of relevant legislative frameworks, namely, Public Finance Management Act, Occupational Health and Safety Act; Supply Chain Management, etc. Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects. Ability to maintain integrity of confidential information. Knowledge of financial administration. Advanced technical report writing, Planning and Organizing skills. Knowledge of Engineering computer aided software. Motivational skills. Conflict resolution.

DUTIES : Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards, and specifications. Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives Develop and maintain professional best practice parameters and quality control measures, technical evaluation of professional service providers and contractor's 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 electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final

accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists, and technicians.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/280 : **DEPUTY DIRECTOR: ARCHITECT REF NO: LDOE 05/08/2024**
Directorate: Infrastructure Delivery
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive package)
: Head Office, Polokwane
: An undergraduate qualification NQF level 7 in Architecture or equivalent qualification as recognized by SAQA. Five (5) years' experience within the environment, of which three (3) must be Assistant Director in Infrastructure Delivery. A valid driver's license (with the exception of people with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills: Architectural design process from project inception to close out. Ability to implement the Provincial Infrastructure Delivery Management System [IDMP]. Understanding of the Education service delivery platform, indicators and service delivery plan and how that links with infrastructure. Ability to undertake risk analysis and undertake risk mitigation strategies. Ability to interpret existing and develop/customize new Functional and Technical Norms and Standards. Proven skills of preparing budgets, and extracting and interpret information from related information systems. Communication and information management. Customer focus and responsive. Proven report writing and presentation skills. Proven computer literacy.

DUTIES : Create guidelines, norms, and standards for the design of building projects in cooperation with Demand and Policy Management: Facilities. Assist with evaluation of technical detail of bid documents and suitable tenderers. Manage architectural projects. Execute master planning, feasibility studies and architectural planning (including specifications) of all accommodation within the department. Render advice in respect of the determination of accommodation needed, selection of sites, and architectural aspects of all minor and major works. Give technical and expert inputs with regard to the compilation of documentation (including details, finishes, schedules and other specifications). Conduct research and development with regard to architectural services. Manage and utilize all resources allocated to the immediate post environment in accordance with relevant directives and policies.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/281 : **DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE REF NO: LDOE 06/08/2024**
Directorate: Infrastructure Delivery
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive package)
: Head Office, Polokwane
: An undergraduate qualification NQF level 7 in Finance, Economics, Accounting or Commence as recognized by SAQA. Five (5) years' experience within the environment, of which three (3) must be Assistant Director in Infrastructure Delivery. A valid driver's license (with the exception of people with disability). Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills: Expert knowledge: The Public Sector and its Regulatory framework, The Departments' processes, procedures, initiatives, goals and strategic objectives, Public

Financial Management, Treasury & DORA Regulations • Supply Chain Management Regulations and Preferential Procurement Act. Be able to understand and advice on the legal and administrative framework of the sector. Core management competencies: Excellent report writing skills. Proven computer literacy (including advanced MS Word, Excel, PowerPoint, and Teams).

DUTIES : Provide for unplanned minor maintenance to institutions and offices of the department. Manage and facilitate the implementation of Capital Projects. Monitor management of project funds (Capital Projects and Maintenance Projects).

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/282 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (X3 POSTS)**
Chief Directorate: District Management & Support

SALARY CENTRE : R849 702 per annum, (all-inclusive package)
: Mopani East Ref No: LDoE 33/08/2024
: Sekhukhune East Ref No: LDoE 34/08/2024
: Waterberg Ref No: LDoE 35/08/2024

REQUIREMENTS : An undergraduate qualification NQF level 7 in Accounting/Financial Management or equivalent qualification as recognized by SAQA. Five (5) years' experience within Financial Management, of which three (3) years must be at Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills: Planning, organizing & co – ordination skills. Problem solving and decision-making skills. Project management skills. People management and empowerment skills. Client orientation and customer focus. Team leadership. Diversity management skills. Communication (verbal and written) skills. Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Modified Cash Standard (MCS). Extensive knowledge of Basic Accounting System (BAS). General ledger reconciliation and analysis. Salary and employee tax administration. Debtor control and creditor payments. All other financial administration duties. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery.

DUTIES : Administer and implement revenue management system. Administer and implement salary system. Manage and monitor accounting and bookkeeping 61 functions. Manage departmental expenditure and payments system. Oversee the Loss Control function. Manage compilation of MTEF, AENE and ENE Budget Processes. Manage compilation of year-in monitoring reports. Provide advisory and secretariat functions to the Budget Committee. Develop, review, monitor and implement financial policies, procedures and internal controls. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/283 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDOE 36/08/2024**
Chief Directorate: District Management & Support

SALARY CENTRE : R849 702 per annum, (all-inclusive package)
: Mogalakwena District

REQUIREMENTS : An undergraduate NQF level 6 qualification in Human Resources Management / Development / Personnel Management / Labour Relations / Public Management / Public Administration as recognized by SAQA. Five (5) years' experience within Corporate Services / HRM, of which three (3) years must be at Assistant Director level. PERSAL Certificate / Results (MUST be attached Valid driver's license (with an exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional

		computer literacy. Knowledge & Skills: Knowledge and application of the legal frameworks in the Public Service, Job related skills – Computer skills, Report writing skills, Communication skills and Interpersonal skills. Personnel and Salaries Administration System (PERSAL) Personnel Certificate. PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.
<u>DUTIES</u>	:	Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-officers). Manage termination of service. Provide advice on human resource management services. Manage employee relations. Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage annual assessments process. Coordinate and facilitate the assessments of staff. Provide statistics on compliance. Oversee and manage the capturing of EPMS documents on PERSAL. Oversee and manage the capturing of performance incentives. Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forum. Ensure provision of statistics with regard to Recruitment and Selection.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/284</u>	:	<u>DEPUTY DIRECTOR: INTEGRATED PLANNING REF NO: LDOE 46/08/2024</u> Chief Directorate: Strategic Planning Services
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 6 qualification / National Diploma or equivalent qualification as recognized by SAQA. Five (5) years' experience within the environment of which three (3) years must be at Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc Negotiation skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, People management skills, Good telephone etiquette, Time management, Communication, both formal, and informal, Good people skills, Sound organizational skills.
<u>DUTIES</u>	:	Manage and coordinate Strategic Planning Processes of the department. Manage the compilation of reports for the department and submit to oversight bodies timeously Review Departmental Performance and produce reports thereafter. Manage the provision of auditable performance information to AG. Maintain an electronic management system for planning and reporting.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/285</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT SERVICES REF NO: LDOE 47/08/2024</u> Chief Directorate: Supply Chain Management
<u>SALARY</u>	:	R849 702 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 6 qualifications in Supply Chain Management / Assets Management / National Diploma or relevant qualification as recognized by SAQA. Five (5) years' experience within Supply Chain of which three (3) years must be at

		Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Report writing skills, Computer literacy (Excel, Word, Power Point, email & internet). Communication skills, Project planning, financial management, Inter - Personal relationship, Problem solving skills, Report writing skills, Presentation skills.
<u>DUTIES</u>	:	Manage the Sub Directorate: Physical Asset Management, Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advise departmental employees on asset management matters to promote correct implementation of sound asset management practices. Manage the Sub Directorate: Physical Asset Management, Maintenance of discipline, Management of performance and development. Undertake Human Resource and other related administrative Functions. Establish implement and maintain efficient and effective Communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control. Of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/286</u>	:	<u>DEPUTY DIRECTOR: PURCHASES REF NO: LDOE 48/08/2024</u> Chief Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all-inclusive package) Head Office NQF level 6 qualifications in Supply Chain Management / National Diploma or relevant qualification as recognized by SAQA. Five (5) years' experience within the Supply Chain of which three (3) years must be at Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Writing reports skills, Computer literacy (Excel, Word, Power Point, email & internet). Communication skills, Project planning, financial management, Inter-personal relation, Problem solving skills, Report writing skills, Presentation skills.
<u>DUTIES</u>	:	Manage the Procurement Policy and Procedures Manage Supply and acquisition of goods and services. Manage, develop, and maintain contracts with supplier's/ service providers. Manage the resources within the section. Manage inventory and store services. Mange purchases and provisioning administration.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/287</u>	:	<u>DEPUTY DIRECTOR: DONOR FUNDING AND IGR, +REF NO: LDOE 49/08/2024</u> Directorate: Hod Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all-inclusive package) Head Office NQF level 6 Qualification / National Diploma or equivalent qualification as recognized by SAQA .Five (5) years' experience within the environment of which three (3) years must be at Assistant Director level .Valid driver's license (with an exception of people with disability).Core & Process Competencies

- .Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Writing reports skills, Computer literacy (Excel, Word, Power Point, email & internet). Communication skills, Project planning, financial management, Inter-personal relation, Problem solving skills, Report writing skills, Presentation skills.
- DUTIES** : Manage Intergovernmental Relations and Donor Funding functions. Participate in other Intergovernmental and inter-departmental forums and sessions. Establish partnerships with National, Provincial and Local levels of government. Monitor and support Donor Funded Programmes. Manage implementation of MOUs with SADC and Foreign Countries.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 30/288** : **ASSISTANT DIRECTOR: PROGRAMMER REF NO: LDOE 09/08/2024**
 Directorate: Infrastructure Delivery
 (Re-advertisement, Applicants who previously applied are encouraged to apply)
- SALARY** : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification NQF level 6 in Information Technology / Computer Science as recognized by SAQA. Five (5) years' experience in systems development and database administration of which three (3) years must be at Programmer level 7/8 within related field. At least one programming language certification like JavaScript, Python, C# C++, Microsoft SharePoint, etc. Additional certification will be an added advantage. Database Management experience in SQL server, Oracle, or any relational database system. Proficiency working in Windows and Linux Operation Systems. A valid driver's license (with the exception of people with disability). Core & Process Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills: Sound and in-depth knowledge of applicable legislative frameworks in the Public Service, Experience in project leading and management, Knowledge of Software Development Life Cycle (SDLC) and other Systems Development Methodologies, Business process analysis and modelling, Knowledge of system development and database administration, Negotiation skills, Presentation skills, People management skills, Time management, Communication (verbal and writing) Interpersonal skills, Professionalism, Accuracy, Flexibility, Supportive, Self-motivation, and willingness to work under pressure, Client oriented, Strategic focused, Basic knowledge on financial administration, Ability to do research and analyze documents and systems.
- DUTIES** : Identify processes to be converted into electronic systems. Source and document user requirements. Design, develop, test, and maintain systems. Design, fine-tune and maintain databases. Develop and maintain departmental portals, websites and facilitate creation and updating of content. Analyse and enhance existing systems. Establish user forums of all the systems. Review and update systems documentation. Test functionality of the systems and databases. Develop training manuals and train system users. Troubleshoot and upgrade the corrupted systems and databases. Install and test systems and databases. Update the scripts and identify the fault. Resolve database and systems problems. Assign and revoke application systems access rights and roles. Monitor and assess the existing systems. Installation and upgrading of systems. Support transversal systems. Liaise with other teams within the ICT directorates in resolving systems challenges.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/289 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDOE 10/08/2024**
Directorate: HRP, OD & HR Systems
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : Undergraduate qualification NQF level 6 in Organization & Work Study Management Service/ Operations Management/ Production Management as recognized by SAQA. Certificate in Job Evaluation Analysis will also be an added advantage. Proof of PERSAL training – PERSAL Certificate. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. A valid driver's license (with the exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & Skills: Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), relevant DPSA prescripts on organizational development and job evaluation, Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks. Knowledge and Understanding of Amended 2015 directive to changes to organizational structures by department. Knowledge and understanding of 2024 determination and directive on the automated job evaluation and job grading system for the public service. Management skills. Negotiating skills. Decision making, leadership and team building skills. Policy development, planning and organizing skills. Ability to work long hours when required. Willingness to travel. Computer literacy in MS Office (Word, Excel, Power Point, Org plus, Equate or Evaluate).

DUTIES : Assist with the coordination and implementation of departmental organizational structures and job evaluation. Conduct work study investigations within the department. Assist with Organisational, Review and redesign processes. Facilitate the development of Job Description for all job categories. conducting Job Evaluation for mandatory and non-mandatory posts. Facilitate Business Process Management Services. Assist with the coordination and implementation of Organisational Functionality Assessment directive (OFA). Assist with the coordination and implementation of Operations Management Framework (OMF) building blocks.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 30/290 : **CLEANERS (X65 POSTS)**
Directorate: Auxiliary Services

SALARY : R131 265 per annum
CENTRE : Head office Ref No: LDoE 50/08/2024 (X7 Posts)
Capricorn North Ref No: LDoE 51/08/2024 (X2 Posts)
Capricorn South Ref No: LDoE 52/08/2024 (X2 Posts)
Mogalakwena Ref No: LDoE 53/08/2024 (X2 Posts)
Mopani West Ref No: LDoE 54/08/2024 (X2 Posts)
Mopani East Ref No: LDoE 55/08/2024 (X2 Posts)
Sekhukhune South Ref No: LDoE 56/08/2024 (X2 Posts)
Sekhukhune East Ref No: LDoE 57/08/2024 (X2 Posts)
Vhembe West Ref No: LDoE 58/08/2024 (X2 Posts)
Vhembe East Ref No: LDoE 59 / 08 / 2024 (X2 Posts)
Waterberg Ref No: LDoE 60/08/2024 (X2 Posts)
Capricorn North, Bochum Cluster Ref No: LDoE 61/08/2024 (X2 Posts)
Capricorn North, Konekwena Cluster Ref No: LDoE 62/08/2024 (X1 Post)
Capricorn South, Polokwane Cluster Ref No: LDoE 63/08/2024 (X3 Posts)
Capricorn South, Mankweng Ref No: LDoE 65/08/2024 (X3 Posts)
Capricorn South, Mogodumo Ref No: LDoE 66/08/2024 (X1 Post)
Capricorn South, Zebedia Ref No: LDoE 67/08/2024 (X1 Post)
Mogalakwena, Bakenberg Cluster Ref No: LDoE 68/08/2024 (X1 Post)
Mogalakwena, Baltimore Cluster Ref No: LDoE 69/08/2024 (X1 Post)
Mogalakwena, Mahwelereng Cluster Ref No: LDoE 70 /08/ 2024 (X1 Post)

Mopani East, Bolobedu Cluster Ref No: LDoE 72/08/2024 (X1 Post)
 Mopani East, Sekgosesa Cluster Ref No: LDoE 73/08/2024 (X1 Post)
 Mopani West, Ritavi Cluster Ref No: LDoE 74/08/2024 (X1 Post)
 Mopani West, Thabina Ref No: LDoE 75/08/2024 (X2 Posts)
 Mopani West, Bolobedu Cluster Ref No: LDoE 76/ 08/ 2024 (X2 Posts)
 Sekhukhune East, Bohlabela Cluster Ref No: LDoE 77/08/2024 (X1 Post)
 Sekhukhune East, Magakala Cluster Ref No: LDoE 78/08/2024 (X1 Post)
 Sekhukhune South, Dennilton Cluster Ref No: LDoE 79/08/2024 (X1 Post)
 Sekhukhune South, Nebo Cluster Ref No: LDoE 80/08/2024 (X2 Posts)
 Sekhukhune East/South, Apel Cluster Ref No: LDoE 81/08/2024 (X1 Post)
 Sekhukhune East/South, Sekhukhune Cluster Ref No: LDoE 82/08/2024 (X1 Post)
 Vhembe East, Malamulele Cluster Ref No: LDoE 83/08/2024 (X1 Post)
 Vhembe East, Mutale Cluster Ref No: LDoE 84/08/2024 (X2 Posts)
 Vhembe East, Thohoyandou Ref No: LDoE 85/08/2024 (X1 Post)
 Vhembe East, Vuwani Ref No: LDoE 86/08/2024 (X1 Post)
 Vhembe West, Hlanganani Cluster Ref No: LDoE 87/08/2024 (X1 Post)
 Vhembe West, Soutpansberg Cluster Ref No: LDoE 88/08/2024 (X2 Posts)
 Waterberg, Palala Cluster Ref No: LDoE 89/08/2024 (X1 Post)
 Waterberg, Warmbaths Cluster Ref No: LDoE 90/08/2024 (X1 Post)

- REQUIREMENTS** : ABET Qualification or Grade 10. Provision of cleaning service/housekeeping Certificate in cleaning will be an added advantage. Person with disabilities will be considered. Core and Process Competencies: Sound and in-depth knowledge of providing housekeeping. Skills: Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
- DUTIES** : Ensure the effective and efficient housekeeping in the department. Perform cleaning services of a routine nature. Perform cleaning tasks e.g., sweeping, scrubbing, and mopping of floors. Cleaning of offices, passages / corridors, and windows. Cleaning, dusting, and polishing of furniture in offices. Cleaning of carpets in offices, passages/corridors, and boardrooms. Cleaning of the building exteriors/ surroundings (i.e., cleaning parking bays and related external areas). Checking and emptying of filled dustbins into offices, corridors, and other related areas within the departmental complexes. Refilling of water bottles (i.e., aqua coolers) placed in various areas within departmental complexes. Cleaning of equipment
- ENQUIRIES** : Mr Lukheli TV at Tel No: 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Moloape KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

DEPARTMENT OF HEALTH

The Department of Health is an equal Opportunity and Affirmative Action employer



- APPLICATIONS** : Hand delivery applications should be submitted at the Department of Health, No 18 College Street, Fidel Castro Ruz Building [Office No 063]. Applicants can also apply through the following website <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 06 September 2024
- NOTE** : Ensure that you read the conditions and requirement of the post before you apply. By applying it is taken that you agree to the conditions and requirements of the post. Applicants are hereby invited from suitable qualified candidates for vacant posts in the Department of Health. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV], Applicants should complete separate applications where more than one centre is applied for. The new Z83 form must be fully completed and signed by the applicant. 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 must be completed. In Part B, all fields should be completed in full except the following: South African applicants 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? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "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 there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidates for SMS posts will be required to submit disclosure of financial interest, complete permanent contract of employment for members of Senior Management Services as well as successful completion of an SMS pre-entry programme (Nyukela) and obtained a certificate for Nyukela. The successful candidates will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. People with disabilities and encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Applicants responding to this circular should quote on the Z83 form, the circular number and reference number on the application link of the post they are applying for. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. The circular of advertised vacant posts will be posted on the following websites: www.ldoh.gov.za, www.dpsa.gov.za and www.limpopo.gov.za

MANAGEMENT ECHELON

<u>POST 30/291</u>	:	<u>DIRECTOR: PRIMARY HEALTH CARE SUPPORT AND COORDINATION (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office [Polokwane]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies. An undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A relevant post graduate qualification in Public Health will be a strong recommendation. A minimum of 5 years' experience at middle/senior managerial level. Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, excel. A valid driver's license. Job purpose: To coordinate district health services and administrative support services within the District Health Services branch. Knowledge and Skills: Knowledge of district health services and inter phasing of sub-programme systems. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership, Programme

and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Knowledge Management, Communication, Client orientation and customer focus. Service Delivery Innovation: i.e. Has the ability to implement new ways of delivering services that contribute to the improvement of organisational processes in order to achieve organisational goals. Problem Solving and Analysis i.e. Has the ability to devise and implement the most effective and efficient solutions to manage health/ medical care programs within the approved budget and in terms of strategic objectives. Has the ability to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Initiative: i.e. Has the ability to take the initiative and to develop new ideas / understanding based on rational consideration and assessment of issues at hand, whilst managing costs and risks. Strategic Orientation i.e. Has the ability to implement provincial health care strategy in terms of the hospital business plan through the identification of outcomes and returns. Recommend appropriate courses of action in relation to the health facilities strategic objectives. Applying Technology and ability to utilize appropriate technology in the workplace to enhance productivity and efficiency. Knowledge of information management; Monitoring & Evaluation knowledge and competency. Report writing and ability to draft complex documentation.

DUTIES : Ensure the effective and efficient overall coordination and support of district management services. Provide leadership and high-level strategic direction and policy in the sub-branch. Coordinate and monitor NHI activities. Coordinate and monitor district health services development and platforms. Manage and utilize resources (human, financial, physical and equipment) in accordance with relevant directives and legislation.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/292 : **CHIEF EXECUTIVE OFFICER (X1 POST)**
 Job Purpose: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes.

SALARY CENTRE : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
 : Nkhensani Hospital

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF Level 7) as recognised by SAQA. A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). A minimum of five (5) years management experience in the health sector at least at middle/senior managerial level. A post graduate degree in management or an administrative management will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid drivers' license. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES : Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning

and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/293 : **DIRECTOR: PRIMARY HEALTH CARE SERVICES (X1 POST)**
Job Purpose: To co-ordinate district health services and administrative support services within the District Health Services branch.

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Sekhukhune District
: Qualifications and Competencies: An undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A relevant post graduate qualification in Public Health will be a strong recommendation. A minimum of 5 years' experience at middle/senior managerial level. Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, excel. A valid driver's license. Knowledge and Skills: Knowledge of district health services and inter phasing of sub-programme systems. Knowledge of communicable disease including associated management principles and systems. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Knowledge Management, Communication, Client orientation and customer focus. Service Delivery Innovation: i.e. Has the ability to implement new ways of delivering services that contribute to the improvement of organizational processes in order to achieve organizational goals. Problem Solving and Analysis i.e. Has the ability to devise and implement the most effective and efficient solutions to manage health/ medical care programs within the approved budget and in terms of strategic objectives. Has the ability to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Initiative: i.e. Has the ability to take the initiative and to develop new ideas/understanding based on rational consideration and assessment of issues at hand, whilst managing costs and risks. Strategic Orientation i.e. Has the ability to implement provincial health care strategy in terms of the hospital business plan through the identification of outcomes and returns. Recommend appropriate courses of action in relation to the health facilities strategic objectives. Applying Technology and ability to utilize appropriate technology in the workplace to enhance productivity and efficiency. Knowledge of information management; Monitoring & Evaluation knowledge and competency. Report writing and Ability to draft complex documentation. Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours,

weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, Excel.

DUTIES : Ensure the effective and efficient overall coordination and support of district health services. Provide leadership and high-level strategic direction and policy in the sub-branch. Provide strategic health programmes. Provide communicable diseases health programmes. Provide health impact assessment and information management. Coordinate and monitor district health services development and platforms. Manage and utilize resources (human, financial, physical and equipment) in accordance with relevant directives and legislation.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

OTHER POSTS

POST 30/294 : **SENIOR CLINICAL MANAGER (HEAD OF INSTITUTION) (X1 POST)**
Job Purpose: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes.

SALARY : R1 561 734 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC rural allowance.

CENTRE : Zebediela Hospital

REQUIREMENTS : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES : Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in

terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance, as well as occupational health and safety. Manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/295 : **SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 (X3 POSTS)**

SALARY : R1 561 734 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC or 22% of basic salary ISRDS Nodes rural allowance.

CENTRE : Nkhensani Hospital (X1 Post)
Mokopane Hospital (X1 Post)
St Rita's Hospital (X1 Post)

REQUIREMENTS : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; 6 A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license. Knowledge and Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes.

DUTIES : Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/296 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (X5 POSTS)**

SALARY : R1 036 599 per annum, (all-inclusive remuneration package), plus 12% of basic salary PSCBC rural allowance.

CENTRE : Musina Hospital (X1 Post)
Elim Hospital (X1 Post)
FH Odendaal Hospital (X1 Post)
Donald Frazer Hospital (X1 Post)
Zebediela Hospital (X1 Post)

REQUIREMENTS : Qualifications and Competencies: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Current registration with the SAPC as a Pharmacist. A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: willingness to register as the responsible pharmacist. Willingness to do after hours work and be on call

including shift work. Ability and willingness to supervise, tutor and train staff. Valid Driver's license. Knowledge and Skills: Team player with outstanding communication skills (verbal and written). Aptitude in problem-solving and decision-making. Strong professional ethics. Critical thinking skills, decisive judgement and the ability to work with minimal supervision. Must be able to work in a stressful environment and take appropriate action. Ability to work in an interdisciplinary and inter-professional team. Knowledge of budgeting and PFMA and other relevant legislations, policies and procedures in the health sector is an advantage. Proficient in Microsoft Office (MS Word, Excel, PowerPoint and Outlook) and relevant technological literacy.

DUTIES

: Lead and manage pharmaceutical services, ensuring the continuum of care in the Geographical service area of the hospital. Procurement, storage and dispensing of pharmaceuticals. Directly manage the activities of the Pharmacy employees. Reviews daily, monthly and other periodic management reports to monitor service levels. Plan, develop, and implement all policies and processes related to technical pharmacy operations. Maintain records of all transactions of the pharmacy necessary to ensure accurate control over and accountability for all drugs as required by applicable Pharmacy Council laws, rules, and regulations; ensures legal operation of the pharmacy, including meeting all inspection and other requirements of South African Pharmacy Council laws, rules, and regulations governing pharmacy operations. Perform quarterly audit and balance inventory and scheduled 5 & 6 drug registers in the Unit, record, investigate and report any discrepancies. Ensure that all assets within the control of the Pharmacy are efficiently managed. Serve and represent the section in governance structures of the hospital. Provide secretariat functions to the Drugs and Therapeutics committee meeting. Safe disposal of expired pharmaceuticals in accordance with prescribed policies.

ENQUIRIES

: All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/297

EMS COLLEGE PRINCIPAL (X1 POST)

SALARY CENTRE REQUIREMENTS

: R1 006 809 per annum, (all-inclusive remuneration package)
 : EMS College [Polokwane]
 : Qualifications and Competencies: Grade 12 certificate or equivalent qualification. An appropriate B-TECH Degree/ Bachelor of Health Sciences qualification (NQF Level 7) as recognized by SAQA in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) with a minimum of 3 years' experience after registration with the HPCSA as an Emergency Care Practitioner (ECP). A valid and current registration with the HPCSA as ECP. Computer literacy including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge and Skills: Broad knowledge and understanding of EMS regulations and other related policies. Knowledge of health-related Acts, Regulations and Guidelines. Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act. Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills. Knowledge of the legislative and policy framework informing EMS communications and operations. Experience in the EMS training environment.

DUTIES

: Manage the development and application of Emergency Medical Care education programmes. Responsible for maintaining accreditation status with HPCSA and institutions of higher learning for courses offered by the Limpopo College of Emergency Care. Management and quality assurance of Higher Education Institution Programmes, rescue training, American Heart Association Courses and Continuous Professional Development programmes. Revise and update protocols and standard operating procedures of the EMS college. Ensure that training at the EMS college complies with the relevant legislation, including the Higher Education Qualification Sub-framework and the skills Development Act. Responsible for the management of all college resources including human resource, budget and assets.

ENQUIRIES

: All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423,

Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

- POST 30/298** : **DEPUTY DIRECTOR: COMMUNICATION (X1 POST)**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: Grade 12 certificate or equivalent qualification. An appropriate CCA, N.Dip Emergency Medical Care, Emergency Care Technician or BTech/ Bachelor's Degree qualification in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) with a minimum of 3 years' experience after registration with the HPCSA as a Paramedic, Emergency Care Technician (ECT) or an Emergency Care Practitioner (ECP). A valid and current registration with the HPCSA as a Paramedic, ECT or ECP. Computer literacy including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge and Skills: Broad knowledge and understanding of EMS regulations and other related policies. Knowledge of health-related Acts, Regulations and Guidelines. Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act. Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills. Knowledge of the legislative and policy framework informing EMS communications and operations.
- DUTIES** : Manage EMS communications on the computerized aided ambulance dispatched (CAD) platform. Ensure that the provincial communication centre is fully functional and provide technical advice to EMS district managers. Attend to EMS communications and public relations within the directorate. Provide monthly reports on caseload statistics and conduct EMS trend analysis. Ensure systems are in place for the continuous maintenance and functionality of internal radio communication, servers, telephone systems and network connectivity. Collect statistics and quality ensure before entering into the district health information system (DHIS).
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
- POST 30/299** : **DEPUTY DIRECTOR: MEDICO LEGAL SERVICES (LEGAL SERVICES) (X1 POST)**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: A minimum of an appropriate undergraduate legal qualification at NQF level 6 as recognized by SAQA. A minimum of five [5] years' experience at management level in legal environment. Strong legal background and experience in litigation and opinion writing. Admission as a Legal Practitioner and Right of Appearance in the High Court will be an added advantage. Intermediate competence in computer including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms. Valid driver's license. Knowledge and Skills: In-depth knowledge and understanding of litigation especially law relating to labour, personal injury, administrative law, contract law, procurement, etc. In-depth knowledge and understanding of legal framework governing or applicable to public service in general and the Department in particular. Good communication, report writing, facilitation, co-ordination, liaison, interpersonal, leadership, analytical, planning and organizing, change management skills. People management, financial management, problem solving and policy analysis and development. Personal Attributes: Professionalism, assertiveness, responsiveness, pro-activeness, accuracy, flexibility, independent thinking, co-operative, team player and supportive. Willing to work under pressure and in changing and difficult circumstances.
- DUTIES** : Give the necessary and professional legal advice and support to the department in the coordination of legal strategies to obtain maximum impact on the department's service delivery. Draft, co-ordinate and monitor the drafting of opinions, policies, contracts, memoranda of understanding, service level

		agreements and other necessary legal documents for the department. Manage all aspects of own office, including registering, assessing and accounting for all cases allocated to the office. Foster effective relationships with all stakeholders (internal and external). Manage and utilize departmental resources (including but not limited to financial and human) in accordance with relevant directives and legislation in line with the directorate and department's strategic objectives.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 30/300</u>	:	<u>ASSISTANT MANAGER: NURSING [PHC] [PN-B4] (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R715 977 per annum, plus 8% of basic salary PSCBC rural allowance.
	:	Mopani: Mopani District: Duiwelskloof CHC (X1 Post) Grace Mogodeni CHC (X1 Post) Nkowamkowa CHC (X1 Post) Julesburg CHC (X1 Post) Shilivana CHC (X1 Post)
	:	Capricorn District: Rethabile CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license. Knowledge and Skills: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge of the Public Finance Management Act [PFMA] and Treasury Regulations. Understanding the application of Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.
<u>DUTIES</u>	:	Implement Batho Pele principles, Patient Rights Charter and quality assurance programme. Ensure the implementation of policy guidelines in the local area. Ensure effective management of resources. Promote ethics and professionalism.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 30/301</u>	:	<u>OPERATIONAL MANAGER [PHC] [PN-B3] (X40 POSTS)</u>
<u>SALARY</u>	:	R656 964 per annum, plus 8% of basic salary PSCBC rural allowance or 8% of basic salary PSCBC rural allowance. R656 964 per annum, plus 12% of basic salary PSCBC rural allowance or 12% of basic salary ISRDS Nodes rural allowance.
<u>CENTRE</u>	:	Capricorn: De Vrede Clinic (X1 Post), Makgato Clinic (X1 Post), Hwelereng Clinic (X1 Post), Mamushi Clinic (X1 Post), Lonsdale Clinic (X1 Post), Diane Clinic (X1 Post), Ramokgopa Clinic (X1 Post), Laastehoop Clinic (X1 Post), Mothiba Clinic (X1 Post),

Mopani District: Dr Hugo Kabinde Clinic (X1 Post), Thomo Clinic (X1 Post), Namakgale B Clinic (X1 Post), Basani Clinic (X1 Post), Raphahlelo Clinic (X1 Post), Matsotsoela Clinic (X1 Post), Carlotte Clinic (X1 Post), Mohlaba Clinic [1], Maphalle Clinic (X1 Post)

Vhembe District: Nancefield Clinic (X1 Post), Shayandima Clinic (X1 Post), Madimbo Clinic (X1 Post), Malamulele Clinic (X1 Post), Tshino Clinic (X1 Post), Mhinga Clinic (X1 Post), Vleifontein Clinic (X1 Post),

Waterberg District: Manyoga Clinic (X1 Post), Vaalwater Clinic (X1 Post), Mosesetjane Clinic (X1 Post), Mapela Clinic [1], Weltevreden Clinic (X1 Post), Shongoane Clinic (X1 Post), Abbotspoort Clinic (X1 Post), Mokamole Clinic (X1 Post), Mookgopong Clinic (X1 Post)

Sekhukhune District: Tshehlwaneng Clinic (X1 Post), Makeepsvlei Clinic (X1 Post), Kwarilaagte Clinic (X1 Post), Ngoabe Clinic (X1 Post), Eensaam Clinic (X1 Post), Penge Clinic (X1 Post)

REQUIREMENTS

: Qualifications and Competencies: Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in one of the specialities relevant to PHC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work shifts, day-night duty, weekends and public holidays. Willingness to work extra hours on short notice. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license. Knowledge and Skills: Knowledge of primary health care package of services and management of diseases. Good written and verbal communication and good interpersonal relations. Experience in linking patient information and project management activities. Ability to work independently. Sound understanding of PMDS. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organizational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills (MS word/power point/excel). Basic understanding of HR and financial policies and practices.

DUTIES

: Effective and efficient coordination of required nursing care, which is compliant with the standards set by the service and professional framework. Participate in management and utilize physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and core values of the department.

ENQUIRIES

: All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

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

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 09 September 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 30/302** : **SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO (BEAUFORT WEST) REF NO: AGR 04/2023 R3**

- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research. Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

- ENQUIRIES** : Ms V Erasmus Tel No: (023) 414 9202.

- POST 30/303** : **ADMINISTRATION CLERK: FARM SERVICES (NORTIER) - LAMBERT'S BAY REF NO: AGR 11/2024 R1**

- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate

administrative experience. Competencies: A good understanding of the following: Application of relevant legislation; Working knowledge of systems (EPS, Microsoft Word, Excel, PowerPoint) Skills needed: Written and verbal communication; Interpersonal/Listening; Typing/MS Computer literacy; Organising/Record keeping; Analytical thinking/Problem solving; Negotiation; Ability to work well in a team; Ability to work under pressure; Self-motivated and reliable.

DUTIES : Provide a reception service; Provide a typing service; Provide office administration; Provide logistical support; Perform administrative and related functions.

ENQUIRIES : Mr CG Rheeder Tel No: (021) 808 7789

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 09 September 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 30/304 : **ASSISTANT DIRECTOR: SCHOOL SPORTS PROGRAMMES REF NO: CAS 08/2023 R1**

SALARY : R444 036 per annum (Level 09)

CENTRE : Department of cultural affairs and sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent) or higher qualification; A minimum of 5 years relevant administrative experience. A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge of the following: Neighbouring School Programme and relevant next-level participation; Recreation-based activities, school sport and neighbouring school activities and relevant next-level participation; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people; Skills needed: Numeracy, literacy, proven computer literacy; Project management; Presentation; Networking; Written and verbal communication; Interpersonal.

DUTIES : Promote curriculum development of codes and genre and support sport, arts and culture activities in School Sport; Supervise the implementation of lesson plans in codes and genre participation; Manage the implementation of the School Sport Programme in accordance with correct processes regarding, training specifications and equipment procurement; Compile statistics, collate reports, maintain a database of participants and track individual development; Managerial functions.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530

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 29/66 Clinical Nurse Practitioner Grade 1 to 3 (Nimart Trainers) (X3 Posts) (1 year Contract) Salary: Grade 1: R451 533 per annum, plus 37% in lieu of service benefits Grade 2: R553 545 per annum, plus 37% in lieu of service benefits Centre: People Development Centre, (Plumstead) have been cancelled.

MANAGEMENT ECHELON

- POST 30/305** : **DIRECTOR: DISTRICT HEALTH SERVICES– GARDEN ROUTE AND CENTRAL KAROO DISTRICTS**
- SALARY** : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Garden Route and Central Karoo Districts
 : Minimum educational qualification: An undergraduate qualification (NQF level 7) in a Health-related field, Post Graduate Diploma/Degree in Public Health, or Management as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of District Health Services (DHS). Knowledge of financial and people resource management applicable to the public service. Proven experience in the provision and management of health services. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email). High level of communication skills. Advanced leadership and management skills. Advanced planning and organising skills.
- DUTIES** : Manage the implementation of health services (inclusive of district hospital, primary health care and home and community-based services) within the Garden Route and Central Karoo Districts, in line with the relevant Departmental policies. Support the implementation of health service priorities within the districts. Ensure that quality of care is maintained and improved in the Garden Route and Central Karoo in line with the National Core Standards. Manage the corporate services of the districts. This includes Financial, Supply Chain, Human Resources and Support Services. Co-ordinate the rendering of professional support services (including information management) within the districts. Collaborate with key stakeholders within the Rural East health ecosystem, including other government departments, community structures, non-profit organisations (NPOs), local government, and private sector.
- ENQUIRIES APPLICATIONS** : Dr LC Phillips Tel No: (044) 695-0047
 : 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.
 : 13 September 2024

OTHER POSTS

- POST 30/306** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**
 Chief Directorate: Metro Health Services
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Valkenberg Hospital
 : 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 requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. 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.

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 Cape Town)

ENQUIRIES : Dr Rasmitha Ori/ Charlyn Goliath Tel No: (021) 826 5863
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 their 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. Candidates will be subjected to a written/practical and oral assessment

CLOSING DATE : 13 September 2024

POST 30/307 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)**

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. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic and Reconstructive Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. Inherent requirements of the job: Computer literacy and the ability to develop and work with databases. Ability to work in a team. Exposure and ideally experience in management of plastic surgical emergencies including trauma and burns general plastic surgery and post burn reconstruction, and at least exposure to specialist plastic and reconstructive surgery involving congenital hands, congenital ear reconstruction, vascular anomalies and cleft and craniofacial pathology. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to supervise registrars in acquiring plastic and reconstructive, burns and trauma management competencies and operative experience. Evidence of ability to initiate research; academic record in terms

<u>DUTIES</u>	:	of teaching and research ideally supported by publications, presentations and congress outputs. Commitment to attaining advanced plastic surgical skills. To provide full time plastic surgery specialist care as previously specified. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of children. After-hours cover as a specialist plastic surgeon on both platforms (paediatric at RXH and Adult at GSH) Active participation in all the activities of the division including research, teaching and outreach. Training of under- and post-graduate students and other healthcare personnel
<u>ENQUIRIES</u>	:	Prof S Adams, e-mail: saleigh.adams@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 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)
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/308</u>	:	<u>SENIOR REGISTRAR (NEPHROLOGY)</u> Observatory (2 Year Contract)
<u>SALARY</u>	:	R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: None after registration with the HPCSA as a Medical Specialist. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) Qualification.
<u>DUTIES</u>	:	Clinical service provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES</u>	:	Prof N Wearne Tel No: (021) 404-2024 or nicola.wearne@uct.ac.za
<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. Shortlisted candidates will be subjected to competency test. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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)"
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/309</u>	:	<u>SENIOR REGISTRAR (CARDIOLOGY)</u> (3-Year Contract)
<u>SALARY</u>	:	R1 271 901 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 Professions Council of South Africa (HPCSA) as a

Medical Specialist in Cardiology. Experience: None after registration with the HPCSA as a Medical Specialist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Cardiology. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing and consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) Qualification.

DUTIES : Clinical service provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.

ENQUIRIES APPLICATIONS : Prof M Ntsekhe Tel No: (021) 404 6085 or mpiko.ntsekhe@uct.ac.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. Shortlisted candidates will be subjected to competency test. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 : 13 September 2024

POST 30/310 : **REGISTRAR (MEDICAL (INTERNAL MEDICINE))**
(4 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 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 license. Willingness to work overtime when required. Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Research methodologies & FPS Techniques. -Knowledge, expertise and experience with regard to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. -CMSA Diploma in Internal Medicine. -Experience post-community service in a clinical platform. Previous research experience and publication. Valid ACLS Certificate. -FCP part one or CMSA Diploma in Internal Medicine.

DUTIES : Clinical service provision. -Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). -Effective Clinical Administration in patient records and patient reports.

ENQUIRIES APPLICATIONS : Prof M Setshedi Tel No: (021) 406-6422
: 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 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. 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 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** : 13 September 2024
- POST 30/311** : **MEDICAL OFFICER GRADE 1 TO 3**
- 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** : Directorate: Clinical Service Improvement
- 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: Current 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. 1-year 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. **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 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. **Grade 3:** A minimum of 10-years appropriate experience as 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 (Code B/EB) driver's licence. Willingness to travel nationally and provincially. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Ability to travel to various districts and national offices. Good report writing skills. Knowledge of innovations and improvements science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and to be able to work in or lead a team. Appropriate knowledge/experience in Public Health policy development and implementation.
- DUTIES** : Management of Financial and Human Resources. The incumbent will work closely with the public health specialist to ensure a congruent approach within the Department of Health and Wellness Western Cape. Contribute toward ensuring the effective rendering of Clinical Service Improvement support in the Western Cape. To streamline the care continuum across the province (identify and address bottlenecks). Drive the deployment of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH&W health system. To lead and manage service design and re-design

initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. The purpose of the job is to provide Public Health Skills and technical support to the Directorate Clinical Services Support.

- ENQUIRIES** : Ms L Najjaar Tel No: (021) 815 8865
- 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** : 06 September 2024
- POST 30/312** : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(Plus, a non-pensionable rural allowance of 8% of your annual basic salary is payable)
- CENTRE** : Witzenberg Sub-district, Cape Winelands Health District
- REQUIREMENTS** : 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 HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as 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 requirements of the job: A Code (B/EB) valid driver's licence and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.
- DUTIES** : Acute care and emergencies, including theatre work. Outpatient management of non-communicable diseases, HAST, maternal and child health and mental health. Clinical governance. Quality, evidence-based care. Teaching and learning.
- ENQUIRIES** : Dr. J Fouche Tel No: (023) 316-9600
- 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. 06 September 2024
<u>CLOSING DATE</u>	:	
<u>POST 30/313</u>	:	<u>PHARMACY SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade1: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Helderberg Hospital Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willing to be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Appropriate Managerial experience. Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy in MS Office. Appropriate experience in computerised pharmaceutical dispensing systems including JAC/WellSky Medicine Management.
<u>DUTIES</u>	:	Responsible for Pharmaceutical and Therapeutic governance in the district hospital and maintaining a value driven culture in line with national and provincial code list. Manage, assess and monitor compliance with regards to Good Pharmacy Practice and ideal Hospital standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the hospital setting, which includes but not limited to Antimicrobial Stewardship, Palliative Care, Pharmacy Ward Rounds.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. W. Viljoen Tel No: (021) 850 4705 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 may be subjected to a practical/written and oral assessment as well as competency test as part of the selection process. The pool of applicants will be considered for other vacant Pharmacy Supervisor posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/314</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</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>	:	Worcester Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. 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 requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescripts to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr GC Verster Tel No. (023) 348 6475
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. Shortlisted candidates may 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 : 13 September 2024

POST 30/315 : **REGISTRAR (GENERAL SURGERY) (X2 POSTS)**
(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
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): Knowledge, expertise and experience with regard to providing medical services in General Surgery and previous experience in research. Certificate of ATLS and completion of Basic Surgical Skills Course. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. 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. FCS (SA) part 1.

DUTIES : Clinical Service: Patient care. Clinical Service: Operative. Clinical governance. Teaching. Leadership. Innovation and Research.

ENQUIRIES : Melissa Mohamed Tel No: (021) 406 6475 or melissa.mohamed@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. 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. 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 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** : 06 September 2024
- POST 30/316** : **REGISTRAR: EMERGENCY MEDICINE (X8 POSTS)**
Chief Directorate: Emergency Clinical Services Support
(4 Year Contract Post)
- SALARY** : R949 146 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** : Tygerberg Hospital (X3 Posts)
Groote Schuur Hospital (X3 Posts)
New Somerset Hospital (X1 Post)
Red Cross Children's War Memorial Hospital (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. All of ATLS and ACLS and APLS or PALS. (Proof to be provided). Completion of FCEM [SA] part 1. (Proof to be provided). Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements for Emergency Medicine: Valid (Code B) driver's licence with minimum code 8/EB. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and internet research). Candidates will be expected to possess competency equivalence to that of an experienced medical officer working in a South African Emergency Centre. Demonstratable experience in research and Level 1 ultrasound accreditation. Other: Registrars will be required to register as post-graduate students with the Stellenbosch University/University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines.
- DUTIES** : Effective and efficient care of emergency patients, Academic Development of self and others, Administrative / medico-legal duties. Professional conduct.
- ENQUIRIES** : Ms K Fullard, Tel No: (021) 815 8821, email Kim.Fullard@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Appointment as Registrar will be on contract. 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. Although posts are held at the institutions stated above, registrars will be expected to rotate through various institutions in the Groote Schuur and Tygerberg training complexes. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures.
- CLOSING DATE** : 13 September 2024

<u>POST 30/317</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief directorate: Metro 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 REQUIREMENT</u>	:	Karl Bremer Hospital 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 Health Professions Council of South Africa (HPCSA) 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 a 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 requirements of the job: A Valid driver's licence (Code B/EB). Commuted overtime contract is compulsory where operational requirements demand, as well as the ability to work after hours. Sound verbal and written communication skills. Competencies (knowledge/skills): Ability to provide Medical Officer services in the Department of Obstetrics and Gynaecology independently and as part of a team and manage a level 1 labour wards including assisted deliveries. Surgical competency in caesarean sections and emergency gynaecological procedures such as evacuations of the uterus and laparotomies for ectopic pregnancies. Ability to perform accurate ultrasound investigations in both the obstetric and gynaecological setting. Excellent report, clinical note, referral writing skills and good computer skills.
<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, train- and mentor 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 the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R. Ortel Tel No: (021) 918-1733 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 to candidates 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 Medical Officer posts in O&G within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 September 2024

<u>POST 30/318</u>	:	<u>PHARMACIST GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One-year relevant experience after registration as a pharmacist with a recognised foreign health profession 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 relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as a pharmacist 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 African. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14years relevant experience after registration as a pharmacist 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 license. Willingness to perform regular after hour duties, including 24-hour call cover and ability to fulfill urgent call out need's self; working weekend/public holiday shifts with limited staff cover. Competencies (knowledge/skills): Proficient in the use of MS Office applications (including Excel, Word, PowerPoint and Outlook) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine Lists. Working knowledge of and ability to comply with applicable legislation, including the Pharmacy Act 53 of 1974, Medicine and related substance control Act 101 of 1965 as amended, Public Finance Management Act, Batho Pele and national and provincial Health policies, including Pharmacy finance and supply chain, treatment guidelines. Ability to cope under pressure, including while standing in front of customers and working with distractions, maintaining a high standard of accuracy and professionalism. Ability to work in a team environment with rotating duties and according to rosters, in the pharmacy and greater hospital. Ability to safely prepare and mix chemotherapy prescriptions, including in a laminar flow mixing area.
<u>DUTIES</u>	:	Provide accessible and safe pharmaceutical care, including prescription evaluation, dispensing medicines, preparing cytotoxic medication, and provision of stock, while encouraging patient compliance and therapeutic success. Deliver a professional advisory service, training/mentoring / tutoring hospital and pharmacy personnel including assistants, interns, community service levels. Assist with human resource management of staff and current operational needs daily. Provide effective drug supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with monitoring and control of pharmaceutical expenditure, application of budgetary control measures and promotion of rational drug use. Represent the profession of a pharmacist, with the culture of being a value driven Western Cape Government hospital pharmacy service, in performing duties to ensure adherence and compliance of self and co-workers, to minimum standards for accessibility and dispensing of medication, and pharmaceutical care to patients, with respect to GPP, Ideal Hospital, OHSC. Actively participate as a pharmacy representative or a member of the multidisciplinary teams, or on meetings which includes but is not limited to Antimicrobial Stewardship, Palliative Care, Pharmaceuticals and Therapeutics, Infection Prevention and Control, Occupational Health and Safety. Report to the manager to assist as needed in teams/meetings/updating information related to pharmacy services e.g. Oncology, PTC, IPC, SOP's.

ENQUIRIES : Ms SN Brits, Tel No: (044) 802 4492

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. Shortlisted candidates may be subjected to a practical and/or competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. 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 : 13 September 2024

POST 30/319 : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R656 964 per annum

CENTRE : Citrusdal Clinic, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards and compliance. Good interpersonal and communication skills. Good organizing skills.

DUTIES : Effective holistic management integrated quality acute services – management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Referring to high risk patients. Identifying and manage notifiable medical conditions. Screen assess and manage mental health conditions. Integrated management of chronic conditions. Deliver an effective integrated nutrition service according to set guidelines. Effective management and execution of integrated Child Health and Youth Services – render and effective Child Health Service. Render school health services according to school health policy. Deliver an effective integrated nutrition service according to guidelines. Effective management and execution of integrated maternal & woman's health services – render and effective antenatal service to all pregnant mothers according to the guidelines. Provide integrated reproductive health services to all concerned. Deliver an effective integrated nutrition service according to guidelines. Effective management and execution of integrated HAST services – render integrated TB management services. Render effective STI management services to all. Render effective HIV treatment and prevention services. Provide holistic management and leadership in providing quality services in the PHC facility and coordinate mobile services – effective and efficient management of all resources including personnel, quality services, finances and infrastructure.

ENQUIRIES : Sr M Sandt Tel No: (027) 482-1484

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. Shortlisted candidates will be subjected to a practical test. Candidates may be subjected to a competency-based assessment.

CLOSING DATE : 06 September 2024

<u>POST 30/320</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Pacaltsdorp CDC, George Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<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. The pool of applicants will be considered for other Operational Manager PHC posts within the George Sub District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/321</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY AREA: OBSTETRICS)</u> Cape Winelands District
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post graduate qualification in Midwifery and Neonatology. Inherent requirements of the job: Valid (Code B/EB) driver's license. Will be required to work shifts, night duty, weekends and public holidays. Will be required to perform relief duties and be on standby for the hospital after hours, on weekends and public holidays. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, organizational skills, decision making, and conflict resolution skills.
<u>DUTIES</u>	:	Responsible for planning, managing, coordinating and maintaining optimal, specialized nursing services in an Obstetrics ward/unit with a Kangaroo mother care unit. Effective management and utilization of human and financial

resources to ensure optimal operational function in the unit/s. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service management and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms. RZ De Silva Tel No: (021) 808 6153
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment.
CLOSING DATE : 06 September 2024

POST 30/322 : **OPERATIONAL MANAGER NURSING (PHC) (X2 POSTS)**
 West Coast District

SALARY : R656 964 per annum
CENTRE : Lutzville CC (X1 Post)
 Van Rhynsdorp CC (X1 Post)

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 as a Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing Registration with a professional council: -Current registration with the South African Nursing Council as a Professional Nurse and Midwife. after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.

DUTIES : Effective management and execution of relevant Curative Programmes on PHC level Rendering of an effective Child Health service and programmes, including school health and nutrition. Execution of all Women's Health services, including, including reproductive health and antenatal care. Effective management and execution of the HAST programme—TB management, STI management and HIV/AIDS management services. Effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070
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 may be subjected to a practical test.
CLOSING DATE : 13 September 2024

POST 30/323 : **EMS SUB-DISTRICT MANAGER GRADE 2 TO 4**
 Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 2: R532 815 per annum
 Grade 3: R591 741 per annum
 Grade 4: R654 468 per annum

CENTRE : Chief Directorate: Emergency and Clinical Support Services
REQUIREMENTS : Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 3:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as a

Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Current registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.

DUTIES : Effective management of emergency medical services for the Sub-District. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr J Jansen (District Manager – Central Karoo) Tel No: (044) 802 2500, Ms L Fortuin Tel No: (023) 449 8249

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

CLOSING DATE : 06 September 2024

POST 30/324 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)**
West Coast District

SALARY : Grade 1: R520 560 per annum
CENTRE : West Coast District Office, Malmesbury
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid driver's license (Code B/EB Manual) and willingness to travel in the district. Must be computer literate (MS Word, Excel, Power Point). Competencies (knowledge/ skills): Good interpersonal relations, leadership and communication skills (verbal and written) The ability to interpret, analyse, and implement clinical policies, guidelines. Knowledge of development of protocols and guidelines, standard operating procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individual setting. Experience in Nursing Education and facilitation.

DUTIES : Overall management of the nursing component development and training of the district. Coordinate and facilitate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes. Manage and coordinate administrative duties in the nurse training sub-component. Manage the clinical accompaniment/ mentorship programmes.

ENQUIRIES : Ms A Kogana Tel No: (022) 814 0348
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 : 06 September 2024

POST 30/325 : **OPERATIONAL MANAGER NURSING: GENERAL OBSTETRICS: POST NATAL AND KMC WARDS**
Chief Directorate: Metro Health Services

SALARY : R520 560 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e., Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Competencies (knowledge/skills): Appropriate experience in Obstetric Services. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure. Computer literacy (MS Office). Knowledge and insight of relevant legislation and policy related to General Obstetrics in Post-natal and Kangaroo Mother and Childcare within the public sector.

DUTIES : Planning, manage, co-ordinate and maintain an optimal, Nursing Services as an Operational Manager in a Postnatal and KMC Ward. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the units. Initiate, co-ordinate and participate in training, development, and research within the nursing department. Relief supervisor and colleagues when needed. After- hour hospital cover for both day and night duty and deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development. Relief the Assistant Manager: Nursing when needed.

ENQUIRIES : Mrs E Linden-Mars Tel No: (021) 918-1224
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. The pool of applicants will be considered for other vacant Operational Manager Nursing General (Postnatal and KMC Wards) posts 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 and oral assessment.

CLOSING DATE : 06 September 2024

POST 30/326 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Garden Route District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
CENTRE : Mossel Bay 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. Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science in Critical Care Nursing:

		Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Competencies (knowledge/skills): Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu Tel No: (044) 604-6104
<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 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 in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/327</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY – PSYCHIATRY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with 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 SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration in nursing with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Psychiatry speciality after obtaining the 1-year post-basic qualification in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's license and the willingness to travel. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Computer literacy.
<u>DUTIES</u>	:	Plan, coordinate and facilitate effective and efficient mental health service within the Sub-District operational workplan for service delivery in the sub-district. Implementation of relevant policies and procedures related to integrated services. Facilitate planning and implementation of MH services as part of team. Establish communication networks. Emergency management of psychiatric patients. Referring of clients to appropriate institutions. Implement WOSA approach. Support the COPC principles to holistically address MH services in communities. Provide a comprehensive mental service – consolidate service delivery platform with other team members. Assessment, diagnosis and management of mental illness. Manage referrals from Acute hospital settings. Facilitate continuity of care of patients with mental disorders. Liaise with PHC manager, OPM's in clinics and hospitals, HCBS. Establish and sustain referral pathways. Attend relevant meetings. Monitoring and evaluation of services indicators and outcomes to ensure quality services – quality checks of various forms in MHCA. Analyse and report on adverse incidents. Manage compliments and complaints to MH services. Annual audits

be done on a sample of patient files per facility. Support and provide capacity building to staff – as part of the multi-discipline team: training and support staff wrt PACK Mental Health; Guidance re-treatment of psychiatric problems PACK; develop and initiate priority mental health services as identified by role players in the SD; support orientation of community services PN's and new appointees; keep up to date with new trends and developments within the profession. Promote community awareness, development and participation – identification of mental health problem in specific area of work. Develop and initiative priority mental health services as identified by the role players in SD. Facilitate and participate in PSR projects in SD. Promoting links between community based, facility based and district hospital services by relevant meetings.

- ENQUIRIES** : Sr M Sandt Tel No: (027) 482-1484
- 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. Shortlisted candidates will be subjected to a practical test. 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 in possession of the stipulated requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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. The concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council
- CLOSING DATE** : 13 September 2024
- POST 30/328** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X9 POSTS)**
Cape Winelands District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Various Institutions
- REQUIREMENTS** : Minimum education qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to communicate (written and verbal). Computer literacy (MS Word and Excel).
- DUTIES** : Manage the burden of disease, renders clinical services. Manage stats and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.
- ENQUIRIES** : Breede Valley Sub District - Ms C van Staden Tel No: (023) 348 1316
Drakenstein Sub District – Ms J Bosch Tel No: (021) 862 4520 Witzenberg, Sub District – Mr L Wawini Tel No: (023) 316 9600
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "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"
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/329</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (NIMART TRAINERS) (X3 POSTS)</u> (Chief Directorate: Emergency and Clinical Support Services) (1 Year Contract Post)
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Emergency and Clinical Services Support (based at People Development Centre, Plumstead)
<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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwifery. 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 requirement: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word). Experience in NIMART and HIV. Experience in Primary Health Care.
<u>DUTIES</u>	:	Coordinate and 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.
<u>ENQUIRIES</u>	:	Ms E Joubert Tel No: (021) 763-5320.
<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>	:	13 September 2024
<u>POST 30/330</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Clanwilliam Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.

<u>DUTIES</u>	: Grade 2: A minimum of 14 years appropriate recognisable experience in nursing 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 in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirement of the job: Must be prepared to work shifts, weekends, public holidays as well as overtime. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised. Provision of high quality, holistic and specialized Nursing care within set standards and within Professional/legal framework in a highly specialized Accident and Emergency Unit - To ensure standards for holistic nursing care. Effective utilisation of resources – Human-, Financial-, Services- and Material Resources. Participation in training and research - Promote learning opportunities for all. Provision of Support to Nursing Services - Nursing Management support. Maintain Professional and Ethical growth/development - Continuous professional growth and professional conduct. Ensure critical medical emergency and trauma care - Provide critical medical emergency and trauma care to all clients.
<u>ENQUIRIES APPLICATIONS</u>	: Mr NM Goeieman Tel No: (027) 482-2166 : 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 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 Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	: 06 September 2024
<u>POST 30/331</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u>
<u>SALARY</u>	: Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : 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 the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other units within the Psychiatry department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental Health wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of

community, staff and students to achieve optimal health care and rehabilitation of Mental Health patients. Assist with administrative duties, e.g. data collation and reporting. Deliver an effective outreach service.

ENQUIRIES : Mrs A Meiring Tel No: (021) 4043 172
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. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

CLOSING DATE : 06 September 2024

POST 30/332 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X7 POSTS)**

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

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational requirements: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with 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 the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate in other Trauma units. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Mrs. T Ndungane Tel No: (021) 404 6366
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

- CLOSING DATE** : 06 September 2024
- POST 30/333** : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY NURSING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : 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. Post-basic/advanced nursing qualification, with the duration of at least 1 year accredited with the SANC in Midwifery. 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 with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the speciality. Inherent requirement of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/ skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.
- DUTIES** : Participate with the Multidisciplinary team to provide Holistic Health Care. Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Participate in training and research is essential. Organise a cost-effective service on a daily basis and provide support to supervisor and management.
- ENQUIRIES** : Ms T Nqwede Tel No: (021) 659-4952
- 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 Midwifery. 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 of advert.
- CLOSING DATE** : 13 September 2024
- POST 30/334** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with the duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Registration with a professional council: -Registration with SANC as Professional Nurse. 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 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 specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: -Willingness to work shifts and after-hours including weekends, public holidays and night duty. -Willingness to rotate to other units within the Maternity department. Competencies (knowledge/skills): -Problem-solving, report writing, liaison and facilitation skills. -Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. -Basic computer skills in MS Word, Excel, Outlook and use of Internet. -Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Maternal and Neonatal units. -Maintain a constructive working relationship with nursing and other stakeholders. -Utilise human, material and physical resources efficiently and effectively. -Participate in research and training and development of community, staff and students to achieve optimal health care of maternal and neonatal patients. -Deliver an effective outreach service -Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms G Williams Tel No: (021) 404 4257
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 13 September 2024

POST 30/335 : **STATISTICIAN**
 Directorate: Health Intelligence, (Based at 4 Dorp Street, Cape Town)

SALARY : R444 036 per annum
CENTRE : Head Office Cape Town
REQUIREMENTS : Minimum educational qualification: Honours Degree or equivalent majoring in one or more of the following: Mathematics, Statistics, Population studies or related cognate disciplines. Experience: Appropriate working experience in data collection, analysis, evaluation and interpretations or equivalent experience gained through post-graduate studies. Appropriate experience with health data. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Proficient in SAS, SPSS, R, Python, Stata or other statistical packages. Proficiency with relational databases (e.g. MS-SQL, MySQL, Postgress, SQLite), or noSQL database (e.g. MongoDB) or high-volume data processing in statistical environments. Exceptional aptitude for data processing analysis and automation. Ability to conceptualise, design and operationalise efficient data-driven reports.

DUTIES : Effective and efficient inspecting, cleaning, transforming and modelling of data with the goal to discover useful trends and information that will support decision making. Conceptualising, defining and delivering new reports, as well as improving existing ones. Assist with the development and maintenance of take-on and curation of routine health data. Draw out the main messages from research and use essential supporting information to derive conclusions that will apply to the entire population. Administratively support the functioning of the Provincial Health Data Centre and provide technical guidance, advice and consultation to co-workers, other government departments and internal committees and in doing so enhance interoperability.

ENQUIRIES : Dr Muzzammil Ismail | Email: Muzzammil.Ismail@westerncape.gov.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. A competency test may form part of the selection process.

CLOSING DATE : 06 September 2024

POST 30/336 : **PROJECT MANAGER: CLINICAL WORKFLOW**
 Directorate: Information Management

SALARY : R444 036 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in implementation of Clinical Systems and workflows in WCG. Appropriate experience in Project

management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge in Information Management. Advance knowledge in Project Management processes and methodologies. Advance Computer literacy (MS Office suite) including MS Project. Advanced Knowledge of information technology relating to clinical environments. In-Depth Knowledge of system implementations. Familiar with health information systems like PHCIS, Clinicom, NMIS, PACS, RIS, ICCA, Telehealth, Pharmacy systems. Experience in compiling training material and systems training to individual and large groups. Knowledge of health services in the Western Cape. Excellent leadership skills, report writing skills, Teamwork, time management and budget management skills. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Ability to work independently and as part of a team. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented.

- DUTIES** : Project manage small medium and large facilities for planning, implementation, controlling, monitoring and closure. Initiate, plan and monitor deliverables of the project. Adhering to policies and procedures. Oversee the implementation of the project. Manage, monitor and evaluate cross functional teams assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks. Conduct and participate in meetings with facilities and other stakeholders. Manage clinical programmes for the province in its central, regional, large district hospitals, primary Healthcare facilities; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow and current business processes applicable to clinical systems in designated healthcare facilities including re-engineering processes. Ensure the seamless integration and implementation of equipment and modalities with clinical systems and the HIS. (Hospital Information System). Prepare the sites (including server rooms and technical ICT infrastructure), hardware rollout to facilities. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.
- ENQUIRIES** : Ms DJ Purdy at (082) 3736-049
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 06 September 2024

POST 30/337 : **ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING)**
Directorate Management Accounting

- SALARY** : R444 036 per annum
- CENTRE** : Head Office, Cape Town, stationed at Bellville Health Park in Bellville
- REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial environment. Appropriate experience in data analysis and administration. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: Valid Code B/EB driver's licence. Advanced Excel skills. Skills in VBA-programming and Power Query. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Proficiency in cost management principles, budgeting and other management accounting tools and techniques. Solid understanding of Systems e.g. BAS, PERSAL, Vulindlela, Logis, Medsas. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.

- DUTIES** : Budget management and reporting based on various principles derived from standard management accounting techniques. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various

monitoring and evaluation committees. Design, maintenance, and development of queries to databases. Extraction, testing and clean-up of data to ensure data integrity. Assist and train managers in using expenditure models for financial planning and control. Expenditure control and cash flow management through established techniques such as forecasting and variance analysis. Supervise subordinates (performance management, discipline and development).

ENQUIRIES : Ms W Hanekom Tel No: (021) 815-8608
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 : 13 September 2024

POST 30/338 : **CASE MANAGER (X2 POSTS)**
Directorate: Management Accounting

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid Code 08 driver's licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spreadsheets, Microsoft Word and web-based programs (medical aids).

DUTIES : Assist various institutions with clearing of externally funded revenue backlogs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical schemes and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timely submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms L Ismail at (072) 6016-586
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. This post will not be linked to any of the Occupational Specific Dispensations
CLOSING DATE : 13 September 2024

POST 30/339 : **SPEECH THERAPIST: GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE : Saldanha Sub- District (Support & Outreach Saldanha PHC)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the 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 HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of

RSA- qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy 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 (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Adheres to all prescribed laws and district policies regarding record keeping. Computer literate (Excel, Word and PowerPoint). Establishes a culture for meaningful relationships.

DUTIES : Render a clinical speech therapy service at health facility and community-based level. Evaluate and diagnose speech, language, cognitive-communication and swallowing disorders. Treat speech, language, cognitive-communication and swallowing disorders in individuals of all levels, from infancy to the elderly, utilising an individualised plan with both long-term and short-term goals established for everyone's needs. Implement community outreach projects. Manage resources optimally and effectively.

ENQUIRIES : Ms A Louw Tel No: (022) 709-5066
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 13 September 2024

POST 30/340 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
 West Coast District

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R514 785 per annum

CENTRE : Vredenburg Hospital, Saldanha Sub-District
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPSCA in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPSCA in Diagnostic Radiography 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 in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in Diagnostic Radiography 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 in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Diagnostic Radiography 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: A valid driver's licence. Willingness to perform extra hours. Competencies (knowledge/skills): Knowledge of protocols, radiation, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographer. Participate in continuing professional development activities.

ENQUIRIES : Ms LS Van Neel Tel No: (022) 709-7235

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

CLOSING DATE : 13 September 2024

POST 30/341 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET AND INVENTORY MANAGEMENT) (X2 POSTS)**
Directorate: SCM: Governance

SALARY : R376 413 per annum
CENTRE : Head Office, based in Bellville
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel (overnight). Competencies (knowledge/skills): Extensive knowledge of Asset and Inventory Management. High level of computer literacy, including advanced application in Logis, MS Word, MS Excel, PowerPoint and Outlook. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management.

DUTIES : Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off-site support to end users. Identify and provide training needs to districts/institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets and inventory management. Manage the implementation of SCM systems and ad-hoc asset and inventory management projects at districts/institutions. Maintenance of the departmental asset and inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset and inventory counts.

ENQUIRIES : Mr. L Quluba Tel No: (021) 483-3460
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 : 13 September 2024

POST 30/342 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R376 413 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year degree or National Diploma in a finance related field. Experience: Appropriate experience in Bids and Contract Management, Goods and Services procurement processes in a SCM environment. Appropriate experience in Supply Chain Management. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning of Goods and Services (inventory, consumables, etc.) Extensive knowledge of the LOGIS/SYSPRO or a similar Procurement Management System. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health, including delegations, IPS (Integrated Procurement Solution) system. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy.

DUTIES : Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Assist and guide with the compilation of a Procurement Plan and relieve in higher supervisor post as and when required. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts and equipment procurement (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing

with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

ENQUIRIES : Mr N Martin Tel No: (021) 938-5607
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 : 13 September 2024

POST 30/343 : **SENIOR STATE ACCOUNTANT**
 Directorate: Management Accounting (Bellville Health Park, Bellville)

SALARY : R376 413 per annum
CENTRE : Head Office Cape Town
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial management environment. Appropriate experience in Management accounting. Inherent requirements of the job: Valid Code EB/B driver's licence. Ability to analyse information and work with financial information. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Ability to work under pressure, overtime and to travel if required. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations.

DUTIES : Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g., Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g., BAS). Extensive experience in extracting information/reports from systems (e.g., BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.

ENQUIRIES : Mr E Pennings Tel No: (021) 815-8604
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. Short listed candidates must be prepared to do a test as part of the evaluation process.
CLOSING DATE : 06 September 2024

POST 30/344 : **SENIOR STATE ACCOUNTANT: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING (X2 POSTS)**
 Directorate: Management Accounting

SALARY : R376 413 per annum
CENTRE : Head Office Cape Town, stationed at Bellville Health Park in Bellville
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in data analysis, financial administration and costing. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirements of the job: Valid Code B/EB driver's licence. Advanced Excel skills. Skills in VBA-programming Power Query and PowerBI. Competencies (knowledge/skills): Advanced proficiency in software packages essential for report generation, including MS Excel, Word, Access, and SQL. Strong grasp of cost management principles, budgeting, and other management accounting tools and techniques. Familiarity with various systems such as BAS, PERSAL, Vulindlela, Logis, and Medsas. Proficient in research and analytical thinking, demonstrating the ability to analyze information, solve complex problems, and prepare detailed reports. Excellent interpersonal skills and conflict resolution capabilities. Demonstrated ability to collaborate effectively with colleagues and stakeholders of all authority levels while also being capable of working independently and unsupervised.

DUTIES : Identify, flag, and analyze potential financial and budgetary risks. Prepare cost estimates and make recommendations on plans, while providing necessary reporting, documentation, and financial assessments. Develop and analyze key service volume indicators, assessing their impact on resource management and expenditure efficiency. Develop automated financial reporting models and forecasting tools based on key trend indicators and ratios to be used in financial planning and monitoring. Continuously update and maintain large databases to ensure accurate information. Extract, test, and clean up data to maintain data integrity. Monitor and support cash flow management and expenditure control for specific business units within the organization. Provide training to Sectors/Institutions in appropriate projection techniques by explaining complex financial data clearly.

ENQUIRIES APPLICATIONS : Mr J De Beert Tel No: (021) 815-8610
: 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.
: 06 September 2024

POST 30/345 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PENSIONS, HOUSING, WCA/IOD OFFICE)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate three-year National Diploma/ Degree in a Human Resource Management related field. Experience: Appropriate supervisory experience of Pension Administration, Housing Administration, PILIR, WCA/ IOD and COIDA in a high-volume production unit. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES : The management and supervision of staff within the Pensions Office, Housing office, PILIR office and WCA/ IOD office. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of overtime authorizations for the Institution. Manage, plan and co-ordinate these sections with regards to implementation and adhering to relevant policies, procedures, prescripts about Pension Administration, Housing, PILIR and WCA/ IOD. Provide assistants to clients, personnel, management and supervisors. Act as PERSAL revisor with regards to salary, pension, housing, personnel and leave administration. Ensuring the correct procedures are followed to effect timeous payments of pension benefits and housing allowance. To also perform Ad hoc tasks and other HR related duties in the People Management Component. The management and supervision of staff within the Pensions Office, Housing office, PILIR office and WCA/ IOD office. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of overtime authorizations for the Institution. Manage, plan and co-ordinate these sections with regards to implementation and adhering to relevant policies, procedures, prescripts about Pension Administration, Housing, PILIR and WCA/ IOD. Provide assistants to clients, personnel, management and supervisors. Act as PERSAL revisor with regards to salary, pension, housing, personnel and leave administration. Ensuring the correct procedures are followed to effect timeous payments of pension benefits and housing allowance. To also perform Ad hoc tasks and other HR related duties in the People Management Component.

ENQUIRIES APPLICATIONS : Mr M. Leokame Tel No: (021) 938-4535
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : Candidates may be subjected to a practical test.
: 06 September 2024

POST 30/346 : **EMS SHIFT LEADER GRADE 3 TO 6 (X2 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R317 751 per annum
: Grade 4: R376 596 per annum
: Grade 5: R455 079 per annum
: Grade 6: R558 714 per annum

CENTRE : EMS: Clanwilliam (X1 Post)

<u>REQUIREMENTS</u>	Northern Division (X1 Post) : Minimum educational qualification: Grade 3: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Current Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills. Physical and mental fitness as an Emergency Services practitioner.
<u>DUTIES</u>	: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	: Mr. EW. Pedro (District Manager – West Coast) Tel No: (022) 433 8853, Mr. A Hickey (District Manager – Northern District) Tel No: (021) 830 1150
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates may undergo a practical assessment.
<u>CLOSING DATE</u>	: 13 September 2024
<u>POST 30/347</u>	: <u>PERSONAL ASSISTANT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R308 154 per annum : Valkenberg Hospital : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering secretarial and management support to Senior Managers in a professional environment. Inherent requirements of the job: Valid drivers' license. Competencies (knowledge/skills): Computer literacy (Office Suite, i.e. MS Word, Advance Excel, Outlook, and PowerPoint). Ability to work fully independently and utilize own initiative to complete task and projects. Ability to execute duties accurately, thoroughly and on time and ability to work under pressure. Good interpersonal skills, good planning, organizational and presentation skills. Good conflict management skills. Excellent telephone etiquette, displaying empathy to client and staff alike. Able to compile and write relevant documents. Ability to function in a team. Ability to execute duties accurately and thoroughly.
<u>DUTIES</u>	: Provide a secretarial support service to senior management. Provide administrative support in terms of adhering to personal requirements by staff

directly reporting to CEO. Provide administrative support services with regards to meetings, including minute taking. Execute office and general administrative duties. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables. Relief and other related duties.

- ENQUIRIES APPLICATIONS** : Ms. Charlyn Goliath Tel No: (021) 826 5786
- NOTE** : 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 written and oral assessment. The pool of applicants for the post of Personal Assistant will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 13 September 2024
- POST 30/348** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
West Coast District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Darling and Riebeeck West Clinics, Swartland Sub-district
- CENTRE 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 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: Valid (Code B/EB/) driver's licence and be willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. 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. NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr RA Christoffels Tel No: (022) 482 2729
- ENQUIRIES 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. 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** : 13 September 2024
- POST 30/349** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R307 473 per annum

		Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital 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 (or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. 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/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Work within a shift system. Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing Willing to work overtime if needed. Competencies (knowledge/skills): Computer literacy. Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide support to Nursing Services. Participate in training and research. Ensure proper record keeping and perform administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Riley Tel No: (021) 659 5570 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 a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. 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 of advert.
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/350</u>	:	<u>PROFESSIONAL NURSE GENERAL: GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 (PNA3) per annum Grade 3: R451 533 (PNA4) per annum
<u>CENTRE REQUIREMENTS</u>	:	Morning Star CDC (X1 Post) Reed Street ARV CDC (X1 Post) Minimum Educational Qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate within the Northern/Tygerberg Sub-structure. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive

working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

- ENQUIRIES** : Mr. M Horne Tel No: (021) 946 3790 (Reed Street CDC)
Ms. L Rose-Benjamin Tel No: (021) 829 8330 (Morning Star CDC)
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 06 September 2024
- POST 30/351** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 (PNA3) per annum
Grade 3: R451 533 (PNA4) per annum
- CENTRE** : Worcester Regional Hospital
Medicine (X1 Post)
Orthopaedics (X1 Post)
Training (X1 Post)
- 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. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. 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 AE Badenhorst Tel No: (023) 348 1137
- 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. 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 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)".
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/352</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchell's Plain District Hospital Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). Experience: Grade 1: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.
<u>DUTIES</u>	:	Dispensing and capturing of prescriptions under supervision of pharmacist. Counselling the patients. Receiving stock from supplier and capturing of thereof. Ordering and issuing of stock. Manufacturing of mixtures under the supervision of the pharmacist. Support and assist pharmacist.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Parker Tel No: (021) 377-4807 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)". Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other vacant Pharmacist Assistant Post Basic posts 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 and oral assessment.
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/353</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MEDICAL GAS)</u>
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualifications: Appropriate trade test certificate in the Mechanical or Millwright Fields. 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: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.
<u>DUTIES</u>	:	Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, track repair requisitions

and keep record of all repairs and perform the necessary administrative functions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment as well as cleaning areas where work has been carried out.

ENQUIRIES : Mr. M. Barbour/ Mr. R. van Schalkwyk Tel No: (021) 404-4055/6289
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 : 13 September 2024

POST 30/354 : **ARTISAN PRODUCTION GRADE A TO C**
 Central Karoo District

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

CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: SAQA recognized Trade Test in a trade relevant to Building, Equipment & Infrastructure Construction & Maintenance (including general Fault-finding & Repair). 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: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. A practical, working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment, Access control, Fire Detection & Electrical Fencing Hardware, Basic building terminology and construction, Hospital Technical Systems & plant, HVAC equipment, Welding & Plumbing skills (Demonstrable). Good communication skills. Demonstrable computer literacy in at least MS Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.

DUTIES : Repairs of equipment, reticulations and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr. C Makwela Tel No: (023) 414 8235
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 : 13 September 2024

POST 30/355 : **ADMINISTRATION CLERK**
 West Coast District

SALARY : R216 417 per annum
CENTRE : Laingville Clinic / Saldanha Sub-District (Hanna Coetzee Clinic)
 Admissions (X1 Post)
 Support (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills):

Computer literacy (Word, Excel and Power Point) and data capturing skills. Working experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.

- DUTIES** : Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file, and retrieve folders, trace old folders, compile new folders and destruct folders. Handle all general administration duties. Maintain and schedule patient appointments. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms, and standards.
- ENQUIRIES APPLICATIONS** : Ms A.R. Louw Tel No: (022) 709-5066
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test
13 September 2024

POST 30/356 : **TELECOM OPERATOR: SENIOR**

- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Technical Support experience within Telephone Exchange Department. Operating an electronic switchboard and a messaging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends, and public holidays. Work overtime when required for operational needs. Perform standby duties. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel, and Outlook). Speak Clearly.

- DUTIES** : Manage and support all aspects of a PABX System: Setting up and operation of workstations and network servers, Co-ordinate system updates; configuration changes; installation of hardware, software, and devices. Create and manage all speed dial requests; update both the hard and electronic hospital telephone directory and action and execute all telephone faults reported processing all new applications; transfers of telephone lines and telephone equipment. Effectively monitor excess telephone calls; bill personal calls; Installing and setting up of VOIP Telephones and telephone systems. Assist on the electronic switchboard including handling of incoming and outgoing calls; receive and deliver messages; handle and resolve queries from the public. Timeous submission of stats and progress reports, provide assistance to Telephone Exchange Manager as well as other line managers. Effectively sending of bulk SMS's and Co-ordinate the administration duties in the Paging office.

- ENQUIRIES APPLICATIONS** : Mr K Stevens Tel No: (021) 404-3238
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying for this post.
13 September 2024

POST 30/357 : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**
Cape Winelands District

- SALARY** : R216 417 per annum
- CENTRE** : Kylemore CC, Stellenbosch Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work 8-hours (i.e. Monday - Friday) and overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Good interpersonal and communication skills. Computer literate (MS Word, Excel and Outlook).

- DUTIES** : Supportive administration functions and register patients on the Patient Administration System (PHCIS). Responsible for folder management: file, retrieve, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic

enquiries). Data management and capturing. Supportive admin functions including e.g. preparation of folders for the next day, completion registers, etc.

ENQUIRIES : Ms M. Muller, Tel No: (021) 808-6109

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 : 06 September 2024

POST 30/358 : **PERSONNEL OFFICER: TALENT SOURCING**
Chief Directorate: Emergency Clinical and Services Support

SALARY : R216 147 per annum

CENTRE : Directorate People Management: Talent Sourcing

REQUIREMENTS : Senior Certificate or equivalent. Experience: Appropriate experience in Recruitment and Selection. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and numeracy skills. Knowledge and experience of Employment Practices (Recruitment and Selection), and establishment administration will be an advantage. Knowledge and experience of S-Cube, Dots Verifications. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.

DUTIES : Provide advice regarding the application of Recruitment and selection policies and prescripts. Capturing of Advert on S-Cube (Electronic recruiting system). Act as scribe/personnel representative with the filling of posts. Assist with scrutinise motivations for procedural and substantive correctness and fairness of recruitment process. Host fingerprints and process verifications. Assist with telephonic and written queries and support to supervisor. Maintain and update database and all registers.

ENQUIRIES : Ms A Petersen Tel No: (021) 815-8789

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 practical assessment.

CLOSING DATE : 06 September 2024

POST 30/359 : **ADMINISTRATION CLERK: SUPPORT (GENERIC)**
Garden Route District

SALARY : R216 417 per annum

CENTRE : Calitzdorp Clinic

REQUIREMENTS : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Inherent requirements of the job: Experience in PHCIS and computer literacy. Valid driver's license(manual) and willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010

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. The pool of applicants will be considered for other Administration Clerks: Support posts within the Garden Route District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 13 September 2024

POST 30/360 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES) (X3 POSTS)**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Stores Environment. Competencies (knowledge/skills): Knowledge of/ skills in SYSPRO Inventory Management System. Good organisational skills. Good interpersonal and communication skills.

DUTIES : Ensure the effective running of the store. Verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.

ENQUIRIES : Mr E Mohamed Tel No: (021) 404-5180
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 : 13 September 2024

POST 30/361 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R216 417 per annum
CENTRE : Emergency Clinical Services Support, Pharmacy Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Experience and knowledge of office administration and management. Telephone etiquette. Knowledge of filing systems and registry procedures. Data management skills. Computer literacy (MS Word, Excel and Outlook). Organisational skills.

DUTIES : Manages the general office administrative functions. Ensure the safekeeping and filling of all documentation in the office in line with relevant legislation and policies. Provide support services to Pharmacy Services coordinator and component staff with regard to specific projects. Support procurement and budgeting process. Accurate maintenance of databases. Maintain and supervise the provision of elementary human resource (HR) functions to ensure compliance with department policy requirements.

ENQUIRIES : Ms H Hayes Tel No: (021) 483-4567
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 practical test.
CLOSING DATE : 06 September 2024

POST 30/362 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS) (X3 POSTS)**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirements of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good communication skills.

DUTIES : Batching of all incoming episode folders. Issue and receive folders master file daily. Responsible for archiving all inactive folders. Ensure that folders are prepared correctly. Ensure that folders are scanned as per prescripts. Ensure that folders are being index correctly. Daily re-filing of episodes into yellow folders. File tracking on Hospital Information System and Trace misfiles. Ensure duplicate folders are being merged correctly. Handle of Microfilm as per request. Handle telephone enquiries.

ENQUIRIES : Ms M Xontana Tel No: (021) 938-4512

<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 may be subjected to a practical test.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/363</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ ADMIN (REVENUE) (X2 POSTS)</u>
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with Mathematics /Mathematical Literacy / Accountancy as a passed subject. Experience: Appropriate experience in Revenue Department. Inherent requirements of the job: Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware.
<u>DUTIES</u>	:	Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocate payments. Handling of state monies.
<u>ENQUIRIES</u>	:	Mr LI Kitshini, Tel No: (021) 938 4387
<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.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/364</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Murraysburg CC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a 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: Willingness to work overtime and to work at Murraysburg Hospital when necessary. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms S Scheepers Tel: (049) 844-0021
<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 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>	:	13 September 2024

<u>POST 30/365</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (MIXED SURGERY) (X1 POST), (ICU HIGH CARE) (X1 POST)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. 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): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<u>DUTIES</u>	:	Provision of basic holistic health care within the laws and regulations relevant to nursing and health care. Assist with cost-effective utilization of physical, human and financial resources. Provide health promotion and information to patient, family and groups. Responsible for carrying out quality patient care procedures according to the specific needs of patients. Ensure effective and accurate record-keeping and communication. Render support to the supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms AE Badenhorst Tel No: (023) 348 1137 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. 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).
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/366</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robertson Mobile 2 Zolani Clinic, Langeberg Sub-district Minimum educational qualification: Qualification that allows registration with the SANC as 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 Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide quality of care to acute care, chronic, woman health and children/well-baby services. Maintain of all records accurately inclusive of clinical records and statistics registers. Effective utilization of Resources/Stock and equipment within the limited budget constraints. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Improving quality of health services to the surrounding communities.

ENQUIRIES APPLICATIONS : Ms. E Pengelley Tel No: (023) 626 - 8500
: 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 : 06 September 2024

POST 30/367 : **STAFF NURSE GRADE 1 TO 3 (X10 POSTS)**

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum Educational Qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.

DUTIES : Provide quality basic nursing care according to procedures and policy. Provide basic nursing care under the direct and indirect supervision of the Registered Professional Nurse. Create a safe and therapeutic environment for patients and the public. Participate in learning opportunities and research projects. Accurate recordkeeping and effective utilization of resources.

ENQUIRIES APPLICATIONS : Mrs F Baartman Tel No: (021) 938-4055
: 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 to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).

CLOSING DATE : 06 September 2024

POST 30/368 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE : Vredendal North Clinic (X1 Post)
Ebenhauzer (Lutzville) Clinic (X1 Post), Matzikama SD

<u>REQUIREMENTS</u>	:	Minimum Requirement: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Current registration with the South African Nursing Council as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Inherent requirement of the job: Willingness to travel to and support other Clinics in the Sub-district when needed Willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Effective, supportive and efficient delivery of a curative service to all patients on PHC level. Rendering of an effective Mother and Child Health service and programmes, including immunizations and effective nutrition services. Effective and efficient delivery of HAST services.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 2134-070
<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. 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).
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/369</u>	:	<u>FOOD SERVICES SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Swartland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in a large-scale food service environment where more than 50 meals are being prepared at a time. Appropriate supervisory experience. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays. Ability to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Correct Interpretation of recipes, production planning and daily statistics. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.
<u>DUTIES</u>	:	General supervision of the food service unit and ensure that receiving, storage, issuing and preparation is done accordingly. Implementation of standardized recipes and provincial menu. Supervise and administer activities regarding the meal plan. Responsible for the implementation of saving measures and record keeping of food service statistics. Implement and maintain personal hygiene standards and food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Assist with HR relative matters (checking duty rosters and registers, induction, identify training needs, leave forms and disciplinary procedures).
<u>ENQUIRIES</u>	:	Ms Anthea van Breda Tel No: (022) 487-9223
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	It will be expected from candidates to complete a practical test. No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	06 September 2024

<u>POST 30/370</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Inherent requirement of the job: Willingness to work overtime when required. Ability to do standby duty when required. Capability to do strenuous physical labour. Valid Code B Driver's Licence. Competencies (knowledge/ skills): Basic knowledge of carpentry, bricklaying, plastering, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other Handyman related functions. Knowledge of Occupational Health and Safety Act.
<u>DUTIES</u>	:	Maintenance, installation and minor repairs of water reticulation systems. Maintenance and unblocking sewer systems and minor repairs in all related plumbing activities. Maintenance and minor, repairs to equipment and machines in the mechanical field. Maintenance and minor repairs and installations of equipment and electrical items. Maintenance and minor repairs and manufacture of all carpentry work. Maintenance and minor repairs in the light current field. Maintenance and minor repairs of buildings and repairs.
<u>ENQUIRIES</u>	:	Mr. D Polliandi Tel No: (021) 940-4566
<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 will be subjected to a practical assessment. The pool of applicants for the post of Assistant to Artisan will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/371</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X14 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
<u>ENQUIRIES</u>	:	Mrs F Baartman Tel No: (021) 938-4055
<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 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 candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	06 September 2024

<u>POST 30/372</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirement 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): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<u>DUTIES</u>	:	Assist patients in the provision of basic holistic health care within the laws and regulations relevant to nursing and health care. Provide health promotion and information to patient, family and groups. Assist with cost-effective utilization of physical, human and financial resources. Responsible for carrying out quality patient care procedures according to the specific needs of patients. Ensure effective and accurate record-keeping and communication. Render support to the supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms AE Badenhorst Tel No: (023) 348 1137 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 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).
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/373</u>	:	<u>NURSING ASSISTANT GRADE 1 (X5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R 227 070 per annum
<u>CENTRE REQUIREMENTS</u>	:	Valkenberg Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirements of the job: -Willingness to work overtime, shifts, weekends, and public holidays when required. Must be prepared to assist across the hospital according to operational needs. Competencies (knowledge/skills): -Good communication, planning and interpersonal skills. Ability to communicate (verbal and written). Ability to work in the multidisciplinary team. Appropriate experience in Mental health care health environment.
<u>DUTIES</u>	:	Assist mental health care users with activities of daily living. Supervise mental health care users and provide elementary clinical nursing care. Maintain

professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilization of resources.

ENQUIRIES : Mr Mapitsi Photo Tel No: (021) 8265 801
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 13 September 2024

POST 30/374 : **CHILD MINDER**
Chief Directorate: Metro Health Services
(1 Year Contract)

SALARY : R155 148 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills and a Child Care Certificate. Experience: Appropriate experience in Child Minding. Inherent requirement of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Good interpersonal, supervisory skills. Ability to work independently and within a team. Educare teaching and training skills and the ability to perform child minding activities. Ability to multitask and overall responsibility for each child, as well the ability to communicate effectively.

DUTIES : Provide quality childcare to children at the Lentegeur Hospital Childcare Centre. Ensure the safe supervision for the children between the ages of 1 years and 6 years. Provide effective communication within and outside the institution. Developing a healthy multi-disciplinary environment. Ensure the development of Children.

ENQUIRIES : Ms. A. Brandt Tel No: (021) 830-2704
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. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for other vacant Child Minder posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 13 September 2024

POST 30/375 : **PORTER**
Garden Route District

SALARY : R131 265 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a health sector porter service. Inherent requirement of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Good communication skills.

DUTIES : Transport of patients. Assist with loading of patients in/out of ambulances/vehicles, to and from, beds, trolleys or wheelchairs and vice versa. Responsible for cleaning of wheelchairs and trolleys. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas.

ENQUIRIES : Mr B Caffoen Tel No: (044) 604 6114

<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. The pool of applicants will be considered for other Porter posts within the Mossel Bay Sub District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/376</u>	:	<u>GENERAL WORKER: STORES (MAIN PHARMACY STORES)</u>
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirement of the job: Must be able to manage heavy cartons on a continuous basis. Competencies (knowledge/skills): Good interpersonal and communication skills.
<u>DUTIES</u>	:	Receipt of stock delivered of non-pharmaceutical goods from suppliers. Open cartons and check contents for correctness against the invoice and note expiry dates and batch numbers. Check external appearance for damage and accuracy. Deliver finished, final and packaged pharmaceutical items to designated areas in the hospital. Place checked stock on designated places. Uphold the cold chain. Assist with the issuing of stock to the pharmacy. Stock taking and keeping the areas neat, tidy and hygienic. Report all deviations and discrepancies.
<u>ENQUIRIES</u>	:	Mr W Isaacs Tel No: (021) 938-5225
<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 may be subjected to a practical test.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/377</u>	:	<u>FOOD SERVICES AID (X2 POSTS)</u> Observatory
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Foodservice unit experience. Inherent requirements of the job: Ability to work day/night shifts (weekends and public holidays). Must be willing to enter all types of hospital wards and serve the patients. Ability to do work of a physical nature which includes lifting heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial large scale foodservice unit. Knowledge of HACCP and safety principles.
<u>DUTIES</u>	:	Utilise the Cook Chill System which involves pre-preparation, cooking, plating, distributing, regenerating, serving meals and beverages for the patients in accordance with the PGWC Food Service Policy. Follow standardized PGWC Recipes and Menus. Assist in receipt and storage of all provisions in the foodservice unit. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and kitchen staff and feedback problems and recommendations to the Foodservice supervisor/manager. Dress according to Departmental specifications and adhere to Hospital/PGWC Policy.
<u>ENQUIRIES</u>	:	Ms AS van Schalkwyk Tel No: (021) 404-4042
<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.
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 30/378</u>	:	<u>FOOD SERVICES AID</u> West Coast District
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Swartland Hospital, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an industrial Food Service environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must

- be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure.
- DUTIES** : Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.
- ENQUIRIES** : Ms A van Breda Tel No: (022) 487-9223
- 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 may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment
- CLOSING DATE** : 06 September 2024
- POST 30/379** : **PORTER (X2 POSTS)**
West Coast District
- SALARY** : R131 265 per annum
- CENTRE** : Vredenburg Hospital, Saldanha Sub-District
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts and over weekends. Ability and willingness to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to work and communicate with internal and external patients. Good interpersonal and communication skills. Willingness to work in a team.
- DUTIES** : Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment to and from departments. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Responsible for the cleanliness of wheelchairs. Respond to request from wards/departments.
- ENQUIRIES** : Ms E Lester Tel No: (022) 709-7257
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : 06 September 2024
- POST 30/380** : **LAUNDRY AID**
Central Karoo District
- SALARY** : R131 265 per annum
- CENTRE** : Laingsburg Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Must be able to be on feet for most of the day and to work in uncomfortable temperatures. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
- DUTIES** : Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, washing drying and ironing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety

		prescripts and general environmental safety and hygiene. Ad hoc Administrative duties and willingness to rotate in other departments.
<u>ENQUIRIES</u>	:	C Bothma Tel No: (023) 814-2015/24
<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. The pool of applicants will be considered for other Laundry Aid posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	06 September 2024
<u>POST 30/381</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SURGICAL) (SESSIONAL 11 HOURS P/WEEK)</u> West Coast District (Contract until 31 March 2025)
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Qualification that allows registration with the Health Professions Council of South Africa (HPCSA). Registration with HPCSA. Registration with a professional council: Registration with the HPCSA as 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 whom 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: Medical officer will be expected to be on standby as per rotation schedule. Must be flexible to accommodate changes in schedule. Services rendered at 44 hours per 4 weeks at an average of 11 hours a week as per standby hours and actual working hours calculation. Candidate should have their own means of transport. Competencies (knowledge/skills): Fully competent in performing appropriate level one surgery (examples include but are not limited to: emergency caesarean section, laparotomy for suspected ectopic pregnancy, deep vaginal tear repair, emergency evacuation of the uterus etc.)
<u>DUTIES</u>	:	Surgical Skills: independent & safe surgical procedures. Safe surgical entry and close sure the abdomen. Perform Obstetrics and Gynecological procedures expected at district level. Navigate and manage any intra-operative complications that could occur. Safe Evacuation of uterus. Cervical or Perineal tear repair (up until grade 3a). Assistance with resuscitation. Assist in EC with surgical emergencies upon request. Appropriate record keeping.
<u>ENQUIRIES</u>	:	Dr CG de Wet Tel No: 022 709-7208
<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).

CLOSING DATE : 06 September 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 09 September 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-pre-entryprogramme/> 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 30/382 : **DIRECTOR: PROPERTY MANAGEMENT REGION 1 REF NO: DOI 122/2024**

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Middle/Senior Management level. Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: A valid driving licence/ Alternative mode of transport for a person with disabilities; Post graduate qualification; Property management experience. Competencies: Extensive knowledge and interpretation of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Sound budgeting skills; Facilitation and presentation skills.

DUTIES : Strategic capability and leadership; Change Management: initiate, support and champion organisational transformation and change to successfully implement new initiatives and delivery on service delivery commitments.; Project and Programme Management; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

ENQUIRIES : Mr. Brett Blackburn Tel No: (021) 483 5183

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

OTHER POSTS

POST 30/383 : **CONTROL ENGINEERING TECHNICIAN GRADE A: STRUCTURES(BMS)**
REF NO: DOI 119/2024

SALARY : Grade A: R522 741 per annum, (OSD).
CENTRE : Department of infrastructure, Western Cape Government
REQUIREMENTS : An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driving license (code B)
NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Applicable Public Sector experience and exposure; Applicable experience in transport infrastructure, road construction and maintenance; Experience of surface and gravel roads or the asset management processes of these assets; Knowledge of relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to provincial road systems for network level operational support. Competencies: Knowledge of the following: Road networks, traffic and accident data, paved and unpaved road systems, condition assessments, data collection and processing, bridges, major culverts and other road side assets. Project Management; Research and Development; People skills and management; Skills needed: Problem Solving; Customer Focus and responsiveness; Planning and organising; Communication (written and verbal) and technical report writing; Financial Management; Decision Making; Liaison with other government departments.

DUTIES : Manage technical services; Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr N van Gass at (081) 250 5160.
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 09 September 2024

POST 30/384 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): STRUCTURE**
DESIGN REF NO: DOI 120/2024

SALARY : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)
CENTRE : Department of infrastructure, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving license. Recommendation: None. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; knowledge Research and development; Computer aided engineering applications; legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; Skills needed: Financial management; Written and verbal communication; Analytical;

- Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
- 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; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development: Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 2427
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 09 September 2024
- POST 30/385** : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT SUPPORT REF NO: DOI 118/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package
: Department of infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or higher) in Information Technology; A minimum of 3 years management level experience. Recommendation: None. Competencies: Knowledge of the following: Project management; Personnel management; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.
- DUTIES** : Manage the performance of assigned personnel to achieve key result areas that derive from the Sub Directorates Work Plan / Project plans, relating to the following functions: Identify, implement and maintain departmental ICT policies and application systems; Manage interface with Ce-I and other service providers; Coordinate departmental inputs into Strategic ICT plan; Ensure systems security; Coordinate and facilitate the introduction and optimisation of systems. Manage all projects allocated to the sub-directorate. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals. Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres. Communicate the Batho Pele concept to employees; obtain support and commitment to apply the underlying principles in their day-to-day work-operations; identify weaknesses and gaps in service delivery; and develop and implement opportunities to improve service delivery. Management the human resources of the Sub Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES APPLICATIONS** : Dr Lance Barbier Tel No: (021) 483 8723
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you

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

CLOSING DATE

:

09 September 2024

POST 30/386

:

ASSISTANT DIRECTOR: PORTFOLIO MANAGEMENT SERVICES REF NO: DOI 117/2024

**SALARY
CENTRE
REQUIREMENTS**

:
:
:

R444 036 per annum (Level 09).
Department of infrastructure, Western Cape Government
An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3-year experience in management accounting, grant management and/or project management. Recommendation: None. Competencies: Knowledge in the following: Business and organizational structure of the Department and other spheres of government; Applicable legislative and regulatory requirements, policies and standards; Grant management and administration. Skills needed: Written and verbal communication; Data Monitoring and evaluation methods, tools and techniques; Ability to work under pressure and meet deadlines; Analytical, planning and organising; Reliable, self-disciplined and dedicated.

DUTIES

:

Monitor performance of Conditional Grants (financial and non-financial) and identify any associated risks; Assist with monthly, quarterly and annual reporting, (In-Year Monitoring), Conditional Grants, Earmarked funds, Annual Report, IRM, Reporting in accordance with the Division of Revenue Act, Report financial and nonfinancial information to National and Provincial Treasury; Monitor, and track changes in business plans for the Adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending of conditional grants; Reconciliations between Transfer Agreements (MOA's) with municipalities, Housing Subsidy System (HSS) and Basic Accounting System (BAS); Assist in annual Budget processes.

**ENQUIRIES
APPLICATIONS**

:
:

Ms R Van Der Fort Tel No: (021) 483 8738
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE

:

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

CLOSING DATE

:

09 September 2024

POST 30/387

:

ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOI 37/2024 R1 (X2 POSTS)

**SALARY
CENTRE
REQUIREMENTS**

:
:
:

R444 036 per annum (Level 09)
Department of infrastructure, Western Cape Government
A relevant 3-year tertiary qualification (National Diploma/ B-Degree or Higher); A minimum of 3 years supervisory experience in project management or monitoring and evaluation; A valid code 8 driver's licence. Recommendation: None. Competencies: Extensive knowledge in the following: National, Provincial and Departmental Policies, Frameworks, prescripts and practices related to the Department; Planning, Programme/Project Management, Data Analytics, Research, Monitoring and Evaluation processes and procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Prospection Personal information Act; line functions and Departmental structure. Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy.

DUTIES : Assist with the development of Departmental Performance information policies, frameworks and procedures; Assist with the collation of Performance Information Management for Departmental Statutory Reporting (i.e. SP, APP, AR, QPR); Monitoring and evaluation of departmental projects and programmes; Verify and validate performance information on a regular basis to measure achievement against the performance indicators; Provide support to the management of the Sub Directorate in terms of administrative activities that support the effective operations of the Sub Directorate.

ENQUIRIES APPLICATIONS : Mr LJ Julius Tel No: (021) 839 3544

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

CLOSING DATE : 09 September 2024

POST 30/388 : **ADMINISTRATIVE OFFICER: ROAD OWNERSHIP AND EXPROPRIATION REF NO: DOI 13/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
 : Department of infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience working with statutes, policies, prescripts & regulations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge of the following: Executions of duties through the application of statutes; Roads Ordinance, 1976 (Ordinance No 19 of 1976) and the Expropriation Act, 1975 (Act No 63 of 1975); Deeds Registries Act, 1937 (Act No 47 of 1937); Deeds Office and Surveyor General investigations; Skills needed: Written and verbal communication; Conflict handling; Report writing; Proven computer literacy (MS Office); Ability to work independently and as part of a team; Ability to work under pressure and deal with unhappy property owners.

DUTIES : Acquire land for road purposes; Expropriate land for road purposes; Conducting Deeds Office and Surveyor General investigations; Prepare and compile payments; Conduct property ownership Investigations; Drafting submissions to Management; Updating Systems- Expropriations.

ENQUIRIES APPLICATIONS : Mr PJ Pienaar Tel No: (021) 483 2105
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 09 September 2024

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 09 September 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing

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

OTHER POSTS

POST 30/389 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS) REF NO: LG 25/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive salary package
 : Department of Local Government, Western Cape Government
 : An appropriate 3 year B Degree equivalent or higher qualification in Forensics / Commerce/ Law/ Auditing; A minimum of 3 years relevant management experience in investigations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following Local Government law, administrative law and forensic investigations; Conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: Applicable policies, acts, prescripts, legislation and procedures; Interpretation of legislation; Skills needed: Research, analysis and application of legislation; Analytical thinking; Interviewing skills and ability to take statements during investigations.

DUTIES : Case/Project planning and conducting investigations; Case closure and finalisation; Liaise with stakeholders; Performance and information management and reporting; Manage the operation of the sub-directorate.

ENQUIRIES APPLICATIONS : Adv G Birch Tel No: (021) 483 3113
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 30/390 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT- INTERVENTIONS REF NO: LG 28/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive salary package
 : Department of Local Government, Western Cape Government
 : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in Local Government law and administrative law. Competencies: Knowledge of the applicable policies, prescripts, legislation and procedures and Public administration; Skills needed: Research, analysis, and application of legislation; Applied strategic thinking; Decision making; Citizen focus and responsiveness; Analysing and fact-finding skills; Project Management.

DUTIES : Manage the provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act; Manage the provision of Specialised Support on governance issues in response to municipalities needs; Manage the advocacy and capacity building regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities Performance and information management and reporting; Manage Human Resources of the component; Plan the components budget and manage income and expenditure.

ENQUIRIES APPLICATIONS : Adv G Birch Tel No: (021) 483 3113.
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 30/391 : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS)**
REF NO: LG 26/2024 (X3 POSTS)

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics or related field; A minimum of 3 years relevant experience in investigations. Recommendation: Experience in conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislation, prescripts, policies, acts and procedures; Legislation pertaining to forensic investigations; Research, analyse and applicable legislation. Skills needed: Proven computer literacy; Analytical thinking; Interpersonal; Communication (written and verbal); Conflict management; Project management; Good interviewing skills and ability to take statements during investigations.

DUTIES : Case/Project planning and execution; Investigate of assigned cases; Case closure and finalisation; Performance and information management and reporting.

ENQUIRIES : Ms J Louw Tel No: (021) 483 9071
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 30/392 : **ASSISTANT DIRECTOR: THUSONG PROGRAMME MANAGEMENT**
(SERVICE DELIVERY INTEGRATION) REF NO: LG 27/2024 (X2 POSTS)

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3 year B Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Training and experience in Community Development. Good communication. Competencies: Knowledge of the Constitutional legislative and inter-governmental dispensation in South Africa; Programmes and project planning and management; Composition of communities and their functioning in the Western Cape; Financial legislation in the Public Sector (PFMA); Monitoring and reporting procedures; Municipal finances (MFMA); Project management; Community development. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Management Skills; Ability to work independently and as part of a team.

DUTIES : Operational Implementation of the Thusong Programme through the Thusong Service Centres; Operational implementation through the Thusong Outreach programme; Monitor, evaluate and report on progress of the Thusong programme; Stakeholder and Intergovernmental Management; Provide strategic management support in terms of inputs and support to the sub directorate; To provide financial input and support; Staff supervision.

ENQUIRIES : Abigail Robinson Tel No: (021) 483 5106.
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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 : 09 September 2024

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

OTHER POSTS

POST 30/393 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 35/2024**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in Financial Accounting at supervisory/management level. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge and understanding of the following: Legislation, regulatory, frameworks, policies and best practices that have a bearing on the line functions; Departmental accounting services; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Public service procedures, processes and systems; Public finance, human resources and discourse management processes. Knowledge and understanding of procurement and tendering processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.

DUTIES : Manage the financial revenue, expenditure management and accounting Sub directorate; Undertake revenue, expenditure management and accounting work as required; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.

ENQUIRIES : Ms RL Davids Tel No: (021) 483 4505.

POST 30/394 : **ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 36/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3 year B Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge an understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and ant-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP)); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.

DUTIES : Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.

ENQUIRIES : Mr DJ Needham Tel No: (021) 483 3243.

POST 30/395 : **OFFICE MANAGER: TRANSPORT REGULATIONS REF NO: WCMD 33/2024**

SALARY : R444 036 per annum (Level 09)

CENTRE REQUIREMENTS : Western Cape Mobility Department, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience in rendering executive support functions to top management. Recommendation: None. Competencies: Knowledge and understanding of the following: Knowledge of and working experience 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 function; Relevant software packages; Project management; Operational management practices; Procurement and tendering processes; Modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills: Research; Analytical Thinking; Financial Management; Project; Management; Managerial; Computer Literacy; Communication; Problem Solving; Presentation; Conflict Resolution; Language skills and the ability to communicate with people at different levels and from different backgrounds; Sound organisational skills; Good people skills; Basic written communication skills; Aptitude to work with computers.

DUTIES : Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the Chief Director; Provide support to the Chief Director with regard to meetings; Manage resources of the Office of the Chief Director; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director; Committees/Forums/Working groups'; Managerial functions.

ENQUIRIES : Adv G Reed Tel No: (021) 483 0213.

POST 30/396 : **PERSONAL ASSISTANT: TRANSPORT REGULATIONS REF NO: WCMD 34/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/ senior management. Recommendation: None. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Basic financial administration; Understand the functioning, systems and processes of government; General information support systems such as BAS and Mytrack. Skills in the following: Language; Computer Literacy; Sound Organisational; Good People; Written Communication; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self management and motivation.

DUTIES : Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provides support to Chief Director regarding meetings; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Adv G Reed Tel No: (021) 483 0213

PROVINCIAL TREASURY

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

CLOSING DATE : 09 September 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department.

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

OTHER POSTS

POST 30/397 : **BUDGET COORDINATOR: PROVINCIAL GOVERNMENT FINANCE REF NO: PT 06/2024 R1**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year B-Degree/Advanced Diploma (equivalent or higher qualification); A minimum of 3 years middle management experience. Recommendation: Experience in the following: Management accounting field, expenditure analysis and report writing. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury regulations, Provincial Treasury Directives); Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Basic accounting system and its structures; Appropriation accounts; Submissions to Accounting Officer, Ministers, Cabinet and Treasury; Relevant systems; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA); National Treasury Regulations (NTR's); Provincial Treasury Instructions (PTI's); Division of Revenue Act (DORA); Direct Charges Act; Intergovernmental Fiscal Relations Act; Appropriation Act as amended; Skills needed: Proven computer literacy; Presentation; Research and econometric.

DUTIES : Coordinating the main budget (EPRE) process for the province, including planning, assessing budget submissions, compiling the budget (printers' proof), drafting of the Bill and tabling of the main budget for the province; Coordinating the adjustment (AEPE) budget process for the province, including rollover applications, planning, assessing budget submissions, compiling the budget (printers proof), drafting of the Bill for the adjustment budget/s and tabling of the AEPE for the province; Coordinate, monitor and analyse the In-year budget spending performance of 3 departments/ votes; Management of staff.

ENQUIRIES : Ms M Nicholas Tel No: (021) 483 4896

POST 30/398 : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 24/2024**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours degree in Economic/Finance/Business Administration/Public Policy/ Public Administration (or equivalent qualification); 3 years' appropriate and relevant work experience in economic / policy research/ data and statistical analysis and/or; Experience in strategic planning, budgeting and budget policy and strategy monitoring, implementation, and review processes; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A qualification in Economics/Public Policy/Public Administration; Excellent Research, analytics, writing, monitoring, evaluation and reporting skills; Experience in and knowledge of public sector strategic policy, planning, fiscal policy and budgeting. This should include knowledge of global, regional and local economic, social affairs and fiscal matters impacting on the provincial government of the Western Cape. Competencies: Knowledge of public sector strategic policy, planning and budgeting. Excellent verbal communication and presentation skills; Research, analytics, writing, monitoring, evaluation and reporting skills; Strategic thinking, deciding and initiating, persuading and influencing; Working with People (strong inter-personal and relationship management skills; Relating and Networking) and ability to work independently.

DUTIES : Provide inputs into the Overview of Provincial Revenue and Expenditure and Medium Term Budget Policy Statement as well as inform budget and budget policy strategy development; Conduct policy and economic research and analysis to inform strategic planning and promote evidence-based budget policy prioritisation and allocations; Monitor and assess provincial budgets, policy implementation and quarterly financial and nonfinancial performance; Provide strategic support and insights to provincial departments on effective budget policy planning and implementation as well as performance related matters. This includes active stakeholder engagement and strategic partnering practices.

ENQUIRIES : Ms T Van De Rheede Tel No: (021) 483 6131

POST 30/399 : **ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 25/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B Degree (or higher qualification) in Accounting; A minimum of 3 years relevant experience of accounting practices in a finance department; A valid (Code B or higher) driving licence. Recommendation: Post graduate qualification in accounting. Competencies: Knowledge of the following: Accounting frameworks; SCOA and Public sector accounting process; Skills needed: Written and verbal communication; Report writing; Attention to detail and good interpretation of numbers; Ability to work under pressure and meet deadlines.

DUTIES : Assist and advise on the implementation of accounting frameworks in terms of Modified Cash Standard/ Generally Recognised Accounting Practice; Develop, assess and revise where required, training material on accounting frameworks based on Modified Cash Standard/ Generally Recognised Accounting Practice; Provide training on Modified Cash Standard/ Generally Recognised Accounting Practice as required; Gathering information linked to monthly and quarterly compliance reports and provide feedback to stakeholders; Research accounting related issues raised and provide feedback to stakeholders; Assess the IFS/AFS of departments and entities.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 09 September 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 30/400 : **REGIONAL DIRECTOR: METRO NORTH AND METRO SOUTH REF NO: DSD 68/2024 (X2 POSTS)**

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a middle-management level; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: A valid driving licence/ Alternative mode of transport for a person with disabilities. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Education environment; Management principles; Public Service procedures; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strong organisational skills; Strategic thinking and planning.

DUTIES : Oversee the management and implementation of the following: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Community Development Programmes; District business planning, information management and stakeholder management will include the following: Performance Management of the organisation; Participate with the development of memorandum of understanding (MoU) with municipalities and monitor the implementation thereof; Participate in the Integrated Development Plans (IDP) processes; Strategic Management; Oversee regional level corporate service; People Management; Financial Management.

ENQUIRIES : Ms. A Van Reenen Tel No: (021) 483 3996

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

OTHER POSTS

POST 30/401 : **SOCIAL WORK POLICY MANAGER: OLDER PERSONS REF NO: DSD 63/2024**

SALARY : R920 082 per annum, all-inclusive salary package, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Skills needed: Organising and planning; Written and verbal communication; Professional counselling; Monitoring and evaluation; Proven computer literacy; Financial management; Ability to compile complex reports.

DUTIES : Develop/facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration of facilities in terms of the relevant legislation; Monitoring of Programme Specific services as per relevant legislation; Stakeholder management /Relationship management

(international, national, provincial, local and regional); Training/ Capacity Building on existing legislation and policy framework guiding service delivery; Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES APPLICATIONS : Ms P Momoza Tel No: (021) 483 6296
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 09 September 2024

POST 30/402 : **ASSISTANT DIRECTOR: BOOKKEEPING AND FINANCIAL STATEMENTS REF NO: DSD 65/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Department of Social Development, Western Cape Government
: An appropriate 3-year B Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years relevant administrative experience in a financial environment. Recommendation: None. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Policy Development; Skills: Communication (written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising; Ability to analyse, conceptualise and implement policy; Conflict resolution; Budgeting skills.

DUTIES : Manage and supervise staff who perform the following functions and perform the more complex work in that regard: Payments (transfer, LOGIS, BAS); Bookkeeping; BAS systems control; Credit control; Salary administration; Debt management.

ENQUIRIES APPLICATIONS : Mr DI Holley Tel No: (021) 483 4276.
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 09 September 2024

POST 30/403 : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 67/2024**

SALARY : Grade 1: R429 573 – R487 650 per annum, (OSD as prescribed)
: Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)
CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions;

Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitoring of service activation in relation to Family Services as per the relevant White Paper on Families; Stakeholder management/Relationship management; Administrative functions required in the unit and undertake the higher level administrative functions; Suspending of UFC funding; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against legislative/programme specific norms and standard/regulatory frameworks; Rapid response following complaint/enquiries about NPOs or a concern raised by a programme/regions/executive authority/head of department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of programme specific programmes.

ENQUIRIES APPLICATIONS : Mr T Kwakwini Tel No: (021) 483 4115
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 09 September 2024

POST 30/404 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 64/2024 (X2 POSTS AVAILABLE IN SALDANHA)**

SALARY : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

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

promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

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

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

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

CLOSING DATE : 09 September 2024

POST 30/405 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 66/2024 (X2 POSTS AVAILABLE IN EDEN KAROO REGION)**

SALARY : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

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

- facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Ms I April Tel No: (021) 763 6217
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 09 September 2024

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 13 September 2024
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 30/406** : **CHIEF CIVIL ENGINEER REF NO: 118**
Directorate: Physical Resource Planning & Property Management
- SALARY CENTRE REQUIREMENTS** : R1 200 426 per annum, (OSD)
Cape Town
Degree in Engineering; Registered as a Professional Engineer with ECSA (Civil engineer); Six years' experience post qualification; Valid Drivers' Licence; Computer literate. To provide civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management (IDMS). Relevant Experience: Six years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able

to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Understanding of the IDMS would be advantageous. Candidates must have the ability to prepare reports and draft submissions. Develop strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Project management skills, critical thinking, cost benefit analysis and stakeholder engagement skills would be beneficial.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Manage Investigative proposals for innovative service delivery mechanisms and undertake feasibility studies. Manage the compilation of briefing documentation and specifications from an engineering perspective. Manage the preparation of the User Asset Management Plan. Manage inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Plan and manage the implementation of infrastructure projects from inception, planning, implementation to close out. Manage the conducting of post project and post occupancy evaluations. Candidates must be able to manage staff. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.

ENQUIRIES : Mr G Coetzee Tel No: (021) 467 9261

POST 30/407 : **DEPUTY DIRECTOR: PERFORMANCE AND ETHICS ADMINISTRATION**
REF NO: 122
Directorate: Strategic People Management

SALARY : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

CENTRE : Cape Town

REQUIREMENTS : 3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. 3-Years relevant experience. A Valid Code B or higher Driver's Licence. Knowledge of people management and ethics administration related process. Knowledge of people management and ethics administration related systems. Knowledge of related prescripts. Knowledge of performance management systems. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration Managerial skills, Leadership skills, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organizing

DUTIES : Plan, organise, control and manage the development, monitoring, moderation and evaluation of public service employees (SL 1-12) performance management systems. Manage the compilation process of performance agreements (PAs) (Public Service Act). Oversee probation processes (SL 1-12 and educators) and administer grade/pay progressions (educators and public service employees). Manage compliance with the administration and reporting on the Ethics Framework (E-Disclosures, Remunerative Work Outside of Public Service (RWOPS)). Oversee the performance management systems (PERMIS). Manage the HR of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.

ENQUIRIES : Mr. R Oosthuizen Tel No: (021) 467 2475

- POST 30/408** : **CIVIL ENGINEER REF NO: 121**
 Directorate: Physical Resource Planning & Property Management
- SALARY** : R833 499 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Assist with the provision of civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
- DUTIES** : Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
- ENQUIRIES** : Mr G Coetzee Tel No: (021) 467 9261
- POST 30/409** : **QUANTITY SURVEYOR PRODUCTION GRADE A: REF NO: 117 (X2 POSTS)**
 Directorate: Chief Directorate: Physical Resource Management
- SALARY** : R721 476 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 (three) years' experience post qualification or registered as a Candidate Quantity Surveyor with SACQSP and is willing to be part of a developmental programme with condition that the Candidate must register as a Professional within 3 (three) years. Valid Driver's Licence. Computer literacy. 3 (three) years' post qualification relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. A good understanding of and in project management. A good understanding of infrastructure planning and its contribution to the timeous development of education infrastructure. Experience in institutional systems / processes. Candidate must be able to operate both independently and as part of a team. To assist in the management of the delivery of education infrastructure-built environment programmes and projects in line with the Western Cape Infrastructure Delivery Management System (WC-IDMS). Planning and organizing, research and technical report-writing and programme/ project management skills. The ability to interpret and apply approved design guidelines and technical specification to design solutions.
- DUTIES** : Contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP); Contribute to the Preparation and/or approve Packages/ individual Project Briefs inclusive of the determination of the Control Budget; Participate in the preparation and/or assessment of the procurement process related to the appointment of Professional Service Providers (PSPs) and/or contractors; Contribute to the review and/or acceptance of the Infrastructure Programme Implementation Plan (IPIP); Management and/or monitoring of the implementation of Programmes and/or projects; Approval of Project Stage Reports (deliverables)

and designs; Manage the interface between the end-user and or community and the Implementing Agent (IA). Experience in all financial aspects of a project from inception to close-out is required.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 30/410 : **ARCHITECT PRODUCTION GRADE A REF NO: 114**
Directorate: Infrastructure Delivery Management

SALARY : R721 476 per annum, (OSD)

CENTRE : Cape Town

REQUIREMENTS : Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' experience post qualification. Valid Driver's License. Computer literate. To manage the planning of the education infrastructure-built environment and projects. Review of designs for school building purposes, planning of infrastructure in a client department, approve guidelines and technical specification, organizing, research and report writing. Need understanding of- and experience in project management and contracts. Project management skills and understanding of the IDMS would be advantageous. Critical thinking, cost-benefits analysis and stakeholder engagement skills would be beneficial.

DUTIES : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Plan and monitor the implementation of Programme / Project and budget. Manage the interface between end-user / community structures and implementing agent(s). Make inputs to the User Asset Management Plans and Project Lists Undertake research. Experience at managing projects from inception, planning, implementation to close out would be beneficial.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 30/411 : **SOCIAL WORK SUPERVISOR REF NO: 115**
District: Cape Winelands Education District Office

SALARY : Grade 1: R452 667 – R532 113 per annum

Grade 2: R554 919 – R847 344 per annum

Salary depending on years of experience after registration with the professional body, (OSD as prescribed)

CENTRE : Worcester

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Valid Code B or higher Driver's License. Experience in the field of child and youth care. To render a school social work service to Public Ordinary and Public Special Schools within the Education District. Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.

DUTIES : Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of

social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 30/412 : **ASSISTANT DIRECTOR: FINANCE REF NO: 124**
Directorate: Infrastructure Delivery Management

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : Diploma in Finance, Economics, Accounting or Commerce. Three years relevant experience post-qualification. Valid Driver's License and computer literacy. Relevant experience: Three years relevant experience post-qualification and knowledge of financial inputs of assets Experience and understanding of budgets from an infrastructure perspective and in the public service domain Experience with institutional systems/processes. Candidate must be comfortable operating independently and in a team environment. To assist with the coordination of all Financial Management functions. The ability to multi-task, and work under changing and pressurized circumstances. Processing of payments on BAS (Basic Accounting System). Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills.

DUTIES : Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure Programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 30/413 : **ASSISTANT DIRECTOR: E-LEARNING PROJECTS COORDINATOR REF NO: 125**
Directorate: E-Learning

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : An appropriate, recognized 3-years post matric qualification. At least 3 years' experience in technology provisioning or project management, valid driver's license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Thorough knowledge of ICT Technology types and specifications; Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically. Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs and customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user.

- DUTIES** : Project Management Planning: Project planning, project mapping, processes and manage technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines; Liaise with Cel for technical specifications and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Provide advice and assistance with demonstrations and in-house end- user evaluation of emerging technologies Project Management Implementing. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors); Coordinate and project manage the delivery, installation and implementation of all technology provisioning at schools (eLearning and Subject Specific rollouts). Conduct site visits (as necessary) to assist with eLearning projects. Remain abreast with project procedures and processes that apply to Head Office and other educational institute offices, e.g. Districts, CTLI and technical partner Cel Project Administration; Manage the preparation of source documentation for procurement. Develop guidelines and templates for project plans for all e-Learning deliverables. Assist with the development of project plans; Assist with the communication and stakeholders? engagements. processes; Quality assure project plans and related project documents; Oversee the administrative deliverables with respect to correspondence & filing systems. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management Information Management. Create, update and manage a database to record, monitor and report on all e-Learning projects. Update and maintain a project register; Maintain a risk register. Collaboratively work together with directorate to keep WCED online systems updated. Reporting; Report on all aspects of the roll-out and progress of eLearning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories.
- ENQUIRIES** : Mr C Walker Tel No: (021) 467 2351
- POST 30/414** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 123**
District: Metro Central Education District Office
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Maitland
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers' licence. To render an effective and efficient service that will ensure optimal financial management and records administration in all Public Ordinary (including schools with a special focus and hostels) and Public Special Schools within the Education District. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
- DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure

improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700

POST 30/415 : **STATE ACCOUNTANT: COMPLIANCE REF NO: 119**
District: Overberg Education District Office

SALARY : R376 413 per annum (Level 08)

CENTRE : Caledon

REQUIREMENTS : 3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. To administer the compliance of financial management and monitoring of Public Ordinary Schools and Public Special Schools (including Gr R) and hostels. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300